

TOWN OF COTTESLOE



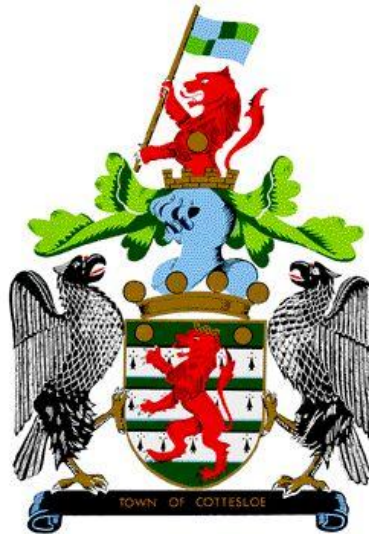
ATTACHMENTS

**AGENDA FORUM – 16 JUNE 2026
ORDINARY COUNCIL MEETING – 23 JUNE 2026**

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TOWN OF COTTESLOE



AGENDA FORUM

ATTACHMENT

ITEM 10.1.1A: MONTHLY PAYMENT LISTING - MAY 2026



109 Broome Street, Cottesloe WA 6011
 PO Box 606, Cottesloe WA 6911
 Telephone: 08 9285 5000
 ABN 19 824 630 520
 Email: town@cottesloe.wa.gov.au Web: www.cottesloe.wa.gov.au
 Office Hours: 8:30am to 4:30pm Monday to Friday

List of Monthly Payments
 01 May 2026 to 31 May 2026

Electronic Funds Transfer Payments & Cheques			
Date	Creditor Name	Invoice Description	Inclusive Amount
08-05-2026	A de Vries	Bond refund	\$ 1,000.00
25-05-2026	A de Vries	Refund - Compensation for water damages	\$ 750.00
08-05-2026	A Reyne	Bond refund	\$ 1,000.00
08-05-2026	A Zahran	Bond refund	\$ 2,000.00
25-05-2026	Afterglow Interpreting Services	Interpreting services	\$ 814.00
06-05-2026	Alinta Energy	Supply gas	\$ 135.55
25-05-2026	Alsco Pty Ltd	Hygiene Services	\$ 961.17
25-05-2026	AMS Technology Group Pty Ltd	Air conditioning maintenance services	\$ 770.00
08-05-2026	Apace Aid Incorporated	Supply plants	\$ 1,651.65
25-05-2026	Arbor Carbon	Environmental management consultancy services	\$ 5,500.00
08-05-2026	Australia Post	Postal services	\$ 10,901.21
25-05-2026	B Kidner	Bond refund	\$ 1,000.00
01-05-2026	Bicycle Network Victoria	Bicycle data services	\$ 2,282.50
25-05-2026	Boatshed Market Pty Ltd	Catering services	\$ 515.00
25-05-2026	Boral Resources (W.A) Ltd	Supply concrete	\$ 497.05
25-05-2026	Borsa Pty Ltd	Vehicle hire	\$ 643.50
01-05-2026	Boya Equipment Pty Ltd	Supply vehicle parts	\$ 46.13
01-05-2026	Briteshine Cleaning & Maintenance Services Pty Ltd	Cleaning services and supply consumables	\$ 45,919.15
25-05-2026	Bunnings Group Ltd	Various hardware items	\$ 861.03
08-05-2026	C Henderson	Bond refund	\$ 3,000.00
25-05-2026	C Skinner	Refund - Duplicate payment	\$ 295.00
08-05-2026	Cat Welfare Society Inc	Adoption reports	\$ 66.00
25-05-2026	Chubb Fire & Security Pty Ltd	Security system maintenance	\$ 329.55
25-05-2026	Corsign WA Pty Ltd	Signage services	\$ 2,004.20
25-05-2026	CRG Traffic	Refund - Workzone parking bay hire fee	\$ 15,120.00
25-05-2026	D Lalor	Refund - Rates overpayment	\$ 4,242.74
08-05-2026	D Thrift	Refund - Rates overpayment	\$ 1,344.02
25-05-2026	Datacom Solutions (AU) Pty Ltd	ERP consultancy services	\$ 5,766.96
01-05-2026	Department of Local Governemt Industry Regulation and Safety	Third party collection of Building Service Levies	\$ 7,840.29
01-05-2026	Department Of Premier & Cabinet	Gazette notice fees	\$ 436.65
08-05-2026	Department Of Transport	Disclosure information fees	\$ 4,161.60
25-05-2026	DFS Industrial & Environmental Services Pty Ltd	Street sweeping and drain cleaning services	\$ 33,871.75
01-05-2026	E Group Holdings Pty Ltd	Maintenance check on fire detection systems	\$ 232.65
08-05-2026	E Stevens	Bond refund	\$ 1,000.00
08-05-2026	E Van Beem	Refund - Rates overpayment	\$ 8,739.73
08-05-2026	Eagers WA PTY LTD	Vehicle service - Ute	\$ 1,360.00
25-05-2026	Electricity Generation And Retail Corporation	Electricity costs	\$ 38,797.76
08-05-2026	Environmental Health Australia (WA) Inc	Conference attendance fees	\$ 450.00

List of Monthly Payments
01 May 2026 to 31 May 2026

25-05-2026	G Kidner	Bond refund	\$ 1,000.00
08-05-2026	G Poland	Bond refund	\$ 1,000.00
25-05-2026	Galvins Plumbing Supplies	Supply filtration part	\$ 267.08
25-05-2026	Gas Assets Pty Ltd	Fertiliser application services	\$ 1,681.02
25-05-2026	Guardian Tactile Systems	Tactile paving repair services	\$ 3,827.41
08-05-2026	GWT Power Music Pty Ltd	Audio visual services	\$ 1,074.70
08-05-2026	Hames Sharley (WA) Pty Ltd	Consultancy services - Local Planning Strategy	\$ 7,902.14
08-05-2026	Hayley Sampson	Refund - Cancelled venue hire	\$ 1,020.00
01-05-2026	Hitech Security (WA) Pty Ltd	Security services	\$ 400.16
25-05-2026	I Gastev	Bond refund	\$ 1,000.00
25-05-2026	Integrated Management Consultants Pty Ltd	Service and parts SUV	\$ 3,219.00
08-05-2026	K Breen	Bond refund	\$ 1,000.00
25-05-2026	Kercheval Engineering Australia Pty Ltd	Project consultancy services - Marine Parade Shared Path	\$ 25,766.82
25-05-2026	L Archard	Bond refund	\$ 1,500.00
25-05-2026	Local Government Professionals Australia WA	Membership fees	\$ 75.00
25-05-2026	Mackie Plumbing And Gas Pty Ltd	Plumbing repair services	\$ 1,115.96
01-05-2026	Managed IT Pty Ltd	IT services and licences	\$ 577.50
08-05-2026	Managed IT Pty Ltd	IT services and licences	\$ 38,180.81
25-05-2026	Managed IT Pty Ltd	IT services and licences	\$ 20,016.43
25-05-2026	Marketforce Pty Ltd	Supply name badges	\$ 262.79
08-05-2026	Matrix Traffic And Transport Data PTY LTD	Data collections services	\$ 1,650.00
08-05-2026	Mcleods Lawyers Pty Ltd	Legal services	\$ 627.44
25-05-2026	Mcleods Lawyers Pty Ltd	Legal services	\$ 4,432.56
01-05-2026	Metrowest Service Pty Ltd	Electrical services	\$ 2,983.20
25-05-2026	Metrowest Service Pty Ltd	Electrical services	\$ 2,060.27
25-05-2026	Miraplex Group Pty Ltd	Concrete works	\$ 6,862.90
25-05-2026	Mosman Park Men's Community Shed Inc	Barbeque hire	\$ 350.00
01-05-2026	Mr Cono V Letizia	Vehicle detailing services	\$ 280.00
08-05-2026	J Pilkington	Reimbursement - Catering costs	\$ 106.75
25-05-2026	Ms Luca Swart	Study assistance	\$ 363.00
01-05-2026	Mustang Three	Graphic design services	\$ 660.00
08-05-2026	Newhaven Family Investments Pty Ltd & The Trustee For Lucwambu Discretionary Trust	Remove and store shade sails	\$ 1,254.00
25-05-2026	Nu-Trac Rural Contracting	Beach cleaning services	\$ 13,937.00
01-05-2026	Omnicom Media Group Australia Pty Ltd	Advertising services	\$ 2,979.16
08-05-2026	Omnicom Media Group Australia Pty Ltd	Advertising services	\$ 35.95
01-05-2026	Pretzos Holdings Pty Ltd	Supply small plant parts	\$ 23.20
01-05-2026	PRW Contracting Pty Ltd	Building services	\$ 7,480.00
08-05-2026	Pure Leasing Central	Refund - Rates overpayment	\$ 2,229.56
08-05-2026	Quadient Finance Australia Pty Ltd	Folding machine hire	\$ 411.40
08-05-2026	R Mullen	Bond refund	\$ 1,000.00
01-05-2026	Relationships Australia Western Australia Incorporated	Counselling services	\$ 726.00
25-05-2026	Ricoh Australia Pty Ltd	Photocopying services	\$ 3,185.05
08-05-2026	S Taylor	Bond refund	\$ 1,000.00
25-05-2026	Securex Pty Ltd	Security alarm monitoring services	\$ 343.20
25-05-2026	Seek Limited	Advertising services	\$ 715.00
01-05-2026	Shire Of Peppermint Grove	The Grove Library contributions	\$ 173,059.70
08-05-2026	Spectur Limited	Security camera systems services	\$ 1,156.39

List of Monthly Payments
01 May 2026 to 31 May 2026

01-05-2026	St John Ambulance Western Australia Ltd.	Replenish first aid kits	\$ 361.74
25-05-2026	Surf Life Saving Western Australia	Lifeguard services	\$ 38,982.92
08-05-2026	T Marshall	Bond refund	\$ 1,000.00
25-05-2026	Talis Consultants Pty Ltd	Asset management services	\$ 2,970.00
01-05-2026	Technology One Ltd	Subscription fees	\$ 8,918.20
25-05-2026	The Trustee For Downundr Trust	Stump grinding services	\$ 1,210.00
25-05-2026	The Trustee For Major Motors Unit Trust	Fleet purchase - Isuzu NLR 45-150 + tipper	\$ 113,299.75
25-05-2026	The Trustee For Rico Family Trust	Waste collections services	\$ 126,153.65
25-05-2026	The Trustee For The Andrews Family Trust	Temporary staff	\$ 9,900.00
25-05-2026	The Trustee For The Maward Unit Trust	Supply signage and marketing materials	\$ 2,822.50
01-05-2026	The Trustee For The Niche Planning Studio Unit Trust	Consultancy services	\$ 47,646.50
06-05-2026	Town Of Cottesloe	Replenish petty cash	\$ 695.70
08-05-2026	Trustee For Butcher Family Trust	Pest control services	\$ 3,278.00
08-05-2026	Ultimo Catering & Events Pty Ltd	Catering services	\$ 416.95
25-05-2026	Ultimo Catering & Events Pty Ltd	Catering services	\$ 782.90
01-05-2026	Unplug Test Tag Pty Ltd	Test and Tag services	\$ 219.34
08-05-2026	V Lall	Bond refund	\$ 1,000.00
25-05-2026	Valrose Pty Ltd	ERP Project management services	\$ 19,844.26
25-05-2026	Water Corporation	Water supply and services	\$ 19,573.80
08-05-2026	West Australian Newspaper Ltd	Supply newspapers	\$ 209.99
08-05-2026	Western Metropolitan Regional Council	Waste disposal charges	\$ 109,265.45
25-05-2026	Western Metropolitan Regional Council	Waste disposal charges	\$ 18,599.39
25-05-2026	Western Tree Surgeon Pty Ltd	Pruning services	\$ 11,880.00
01-05-2026	Winc Australia Pty Limited	Stationery and office consumables	\$ 556.68
25-05-2026	Winc Australia Pty Limited	Stationery and office consumables	\$ 1,538.41
01-05-2026	Woodlands Distributors Pty Ltd	Supply animal waste bags	\$ 5,504.40
25-05-2026	Woodlands Distributors Pty Ltd	Supply dog waste bag dispensers	\$ 1,650.00
01-05-2026	Work Clobber	Protective work wear	\$ 663.00
Electronic Funds Transfer Payments & Cheques Total			\$ 1,096,048.92

List of Monthly Payments
01 May 2026 to 31 May 2026

Credit Card Payments - April 2026			
Directorate -Corporate & Community Services			
4/05/2026	Adobe	Software licence charges	\$ 35.99
4/05/2026	Adobe	Software licence charges	\$ 1,145.83
4/05/2026	Apple Store	Purchase computer hardware	\$ 1,449.00
4/05/2026	Apple Store	Purchase computer hardware	\$ 449.00
4/05/2026	Apple Store	Purchase computer hardware	\$ 139.00
4/05/2026	Coles online	Food items - Catering for event	\$ 364.90
4/05/2026	Hally's Lattes	Catering services	\$ 374.00
4/05/2026	Heavenly Groundes	Catering services	\$ 188.50
4/05/2026	intuit Mailchimp	Software licence charges	\$ 62.20
4/05/2026	JB Hi-Fi	Purchase computer hardware	\$ 3,254.50
4/05/2026	Kirkwood	Refreshments - meeting	\$ 14.17
4/05/2026	Starlink	Internet services	\$ 139.00
4/05/2026	The Coffee Grove	Refreshments - meeting	\$ 21.03
4/05/2026	Town of Cottesloe	Payment made on 24 April 2026 from Muni	
4/05/2026	NAB	International transaction fee	\$ 10.19
4/05/2026	NAB	Card fee	\$ 9.00
4/05/2026	Directorate - Engineering		
4/05/2026	Online QR Code Generator	Annual online QR code generator purchase	\$ 339.53
4/05/2026	Shell Ready Express Mosman Park	Diesel fuel	\$ 321.50
4/05/2026	Shell Ready Express Mosman Park	Diesel fuel	\$ 148.38
4/05/2026	Work Clobber	Supply uniform	\$ 561.90
4/05/2026	NAB	Card fee	\$ 9.00
4/05/2026	Executive Services Officer - Development & Regulatory Services		
4/05/2026	Department of Energy, Mines, Industry Regulation and Safety	Renewal registration fees	\$ 1,200.00
4/05/2026	IGA - Cottesloe	Catering	\$ 65.83
4/05/2026	Reddy Express - Shell - Claremont	Supply diesel	\$ 215.46
4/05/2026	Viva Energy Australia	Fuel account payment	\$ 502.20
4/05/2026	NAB	Card fee	\$ 9.00
Credit Card Total			11,029.11
Less payment made on 24 April 2026 from Municipal account			-10,000.00
			1,029.11

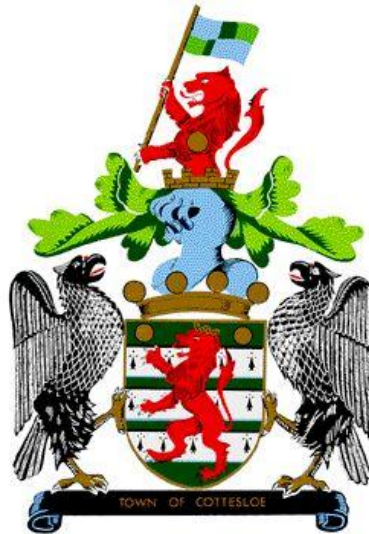
List of Monthly Payments
01 May 2026 to 31 May 2026

Date		Viva Energy Australia Pty Ltd	Shell Fuel card - April 2026	Vehicle registration	Inclusive Amount
21-04-2026	Card number 11066560		Fuel purchases - 1GVU588		\$ 286.58
21-04-2026	Card number 11066565		Fuel purchases - 1HOH345		\$ 697.82
21-04-2026	Card number 11066571		Fuel purchases - 1HRH174		\$ 238.41
21-04-2026	Card number 11066576		Fuel purchases - 1HVS060		\$ 283.62
21-04-2026	Card number 11066580		Fuel purchases - 1HZM771		\$ 425.78
21-04-2026	Card number 11066562		Fuel purchases - 1ICU511		\$ 625.68
21-04-2026	Card number 11591684		Fuel purchases - 1IOM312		\$ 559.68
21-04-2026	Card number 11066574		Fuel purchases - 1EXZ241		\$ 289.72
21-04-2026	Card number 11075428		Fuel purchases - 1GIZ365		\$ 353.39
21-04-2026	Card number 11066559		Fuel purchases - 1GXJ065		\$ 732.47
21-04-2026	Card number 11075430		Fuel purchases - 1HIY954		\$ 233.33
21-04-2026	Card number 11102758		Fuel purchases - 1HRG905		\$ 481.07
21-04-2026	Card number 11066581		Fuel purchases - 1HTF613		\$ 257.26
21-04-2026	Card number 11075431		Fuel purchases - 1HWK612		\$ 549.85
21-04-2026	Card number 11066556		Fuel purchases - 1HWL927		\$ 506.32
21-04-2026	Card number 11075433		Fuel purchases - 1IGH329		\$ 433.79
21-04-2026	Card number 11252987		Fuel purchases - 1IKR539		\$ 148.27
21-04-2026	Card number 11480573		Fuel purchases - 1IPU312		\$ 413.20
21-04-2026	Card number 11651809		Fuel purchases - 1ITI031		\$ 247.11
21-04-2026	Card number 11719441		Fuel purchases - 1IVB729		\$ 615.56
21-04-2026	Card number 11066577		Fuel purchases - DIESEL		\$ 151.28
21-04-2026	Card number 11066569		Fuel purchases - PETROL		\$ 163.24
Fuel Card total					\$ 8,693.43

List of Monthly Payments
01 May 2026 to 31 May 2026

Other Payments (including direct debits)			
Date	Creditor Name	Invoice Description	Inclusive Amount
29-05-2026	BPAY	National charge	\$ 82.56
15-05-2026	BPOINT	Transfer fees	\$ 36.54
27-05-2026	Fines Enforcement Registry	Fees	\$ 4,602.00
04-05-2026	National Australia Bank	Merchant fees - May 2026	\$ 112.97
18-05-2026	National Australia Bank	Connect fees - March 2026	\$ 17.19
20-05-2026	National Australia Bank	Account fees	\$ 16.80
29-05-2026	National Australia Bank	Merchant fees - May 2026	\$ 901.25
29-05-2026	National Australia Bank	Merchant fees - May 2026	\$ 82.90
29-05-2026	National Australia Bank	Merchant fees - May 2026	\$ 7.00
08-05-2026	Superchoice	Superannuation payment	\$ 49,728.61
22-05-2026	Superchoice	Superannuation payment	\$ 46,971.76
22-05-2026	Superchoice	Superannuation payment	\$ 5,308.41
07-05-2026	Town of Cottesloe	Payroll - salaries and wages	\$ 272,893.70
21-05-2026	Town of Cottesloe	Payroll - salaries and wages	\$ 245,161.39
12-05-2026	Water Corporation	Water usage and service fee	\$ 268.73
		Other payments total	\$ 626,191.81
		Grand Total	1,731,963.27

TOWN OF COTTESLOE



AGENDA FORUM

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ITEM 10.1.2A: EVENT-CONDITIONS-POLICY

Event Conditions Policy



This Policy replaces all previous policies related to this topic.

Policy Purpose

- 1.1. This Policy provides authority for the Chief Executive Officer (CEO) or the CEO's delegate, to approve the use of Town of Cottesloe facilities and preliminary approval for all event applications, subject to compliance with relevant legislation, local laws and policies.
- 1.2. This Policy aims to ensure that the primary usage of facilities under the control of the Town of Cottesloe remains for passive recreation that endeavours to not impede public access to facilities.

2. Policy Scope

- 2.1. Unless exempt under this Policy or any other Council Policy, this Policy applies to all events held at Town facilities, including events produced by the Town.
- 2.2. This Policy applies in addition to any relevant legislation, legal requirements and Town of Cottesloe Local Laws and Policies, in place at the time an application is made.

3. Policy Requirements

- 3.1. Events are required to satisfy the minimum following criteria:
 - 3.1.1 Comply with all relevant legislation, local laws and policies at all times.
 - 3.1.2 The applicant is required to hold public liability insurance, with cover no less than \$20 million.
 - 3.1.3 The event will not cause a significant adverse environmental effect as determined by the Town.
 - 3.1.4 Adequate arrangements for recycling and waste removal as determined by the Town.
 - 3.1.5 Single use plastics, polystyrene or Styrofoam are not to be used, sold or distributed by the applicant (or any parties under the applicant's control or supervision) before, during or after the event. In exceptional circumstances (e.g. the use of medical equipment) the Town on receipt of an application may consider the use of single use plastic items where there is no reasonable alternative.
 - 3.1.6 The applicant (or any parties under the applicant's control or supervision) is not permitted to use or release gas filled balloons.
 - 3.1.7 The applicant (or any parties under the applicant's control or supervision) is to ensure the event is smoke free.

- 3.1.8 Conduct the event consistent with the protection afforded to the full length of the Cottesloe Reef as a Fish Habitat Protection Area (FHPA).
- 3.1.9 Consider transport and/or parking with appropriate access/signage to and from the event, as determined by the Town.
- 3.1.10 Promote sustainable transport including walking, riding and public transport alternatives.
- 3.1.11 Submit a Risk Management Plan or Assessment, as determined by the Town.
- 3.1.12 Provide satisfactory security and crowd control measures, as determined by the Town.
- 3.1.13 No liquor is to be served unless authorised by the CEO. A valid licence from the Department of Racing, Gaming and Liquor is to be provided to the Town for comment prior to the event if the sale of alcohol is to occur.
- 3.1.14 Neighbouring properties are to be given timely notification of the event taking place, to the Town's satisfaction, and provided with a mechanism to provide feedback about the event.
- 3.1.15 No private events are to be held on beaches.
 - a. Exemptions for Simple Wedding Ceremonies at authorised locations may be considered.
- 3.1.16 No private events with subcontractors may be held on Town facilities.
 - a. Exemptions for non impactful children's parties may be considered.
- 3.2. When considering events, the CEO or the CEO's delegate;
 - 3.2.1 Is not to approve more than two *Environmental Protection (Noise) Regulations 1997* under regulation 18 (6.4) events in any 12-month period at any one location, as these event applications must be referred to Council.
 - 3.2.2 May authorise up to one public commercial event (as per the Town's Event Classification Policy) per month at any location.
 - 3.2.3 May permit other commercial activity at Town Halls, as per the (7.8) Civic Centre Hall Hire Policy.

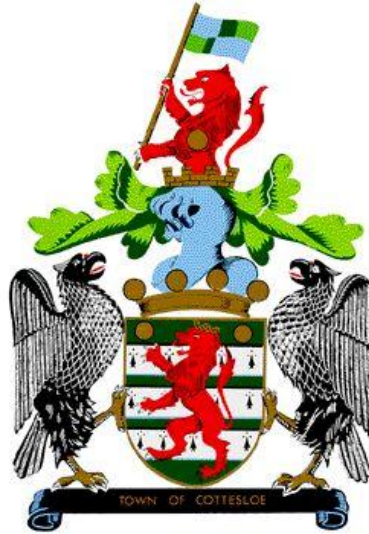
4. Application for Fee Waiver

The Chief Executive Officer is authorised to apply a discretionary fee waiver for hire/event application fees on a case by case basis for community or charitable groups, on a once off basis up to a maximum amount of \$1,000.

4. Definitions

- 4.1. **CEO** – Chief Executive Officer for the Town of Cottesloe
- 4.2. **CEO Delegate** – For the purpose of this Policy the CEO's appointed delegate is the Director of Corporate Services and Governance or any other person who has been appointed as Acting CEO.

TOWN OF COTTESLOE



AGENDA FORUM

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ITEM 10.1.2B: EVENT-CLASSIFICATION-POLICY

Event Classification Policy



Council Policy: POL/114	Event Classification		
Reference	<i>Strategic Community Plan 2013- 2023</i> Priority Area: 1 Major Strategy: 1.3	<i>Corporate Business Plan 2020 - 2024</i> Priority Area: 1 Major Strategy: 1.4	
Responsible Officer	Executive Manager Corporate Services and Governance		
Policy Area	Corporate Services – Community		
Council Adoption Date	15 December 2020	Version Number	V1
Amendment Dates		Next Review Date	2023

This Policy replaces all previous policies related to this topic.

1. Policy Purpose

- 1.1. This Policy aims to ensure that events held at facilities under the control of the Town of Cottesloe are classified efficiently, fairly and consistently to ensure applicants are charged an appropriate fee, according to the scale and nature of the event.
- 1.2. This Policy provides a mechanism that allows events held at Town of Cottesloe facilities to be classified to determine the appropriate fees to be charged in accordance with the Town's Schedule Fees and Charges.

2. Policy Scope

- 2.1. This Policy applies to all events held at facilities under the control of the Town of Cottesloe unless such events are exempt under the terms of this Policy or any other Council Policy or have otherwise been approved by Council.
- 2.2. This Policy provides authority for the Chief Executive Officer (CEO) to reclassify events that do not adhere to classification requirements. At the CEO's discretion, applications may be referred to Council for determination of the appropriate classification.

3. Policy Requirements

- 3.1. All events held at facilities controlled by the Town of Cottesloe are required to be classified against the Event Classification Criteria.
- 3.2. Unless an event is exempt or is otherwise classified under this Policy, all events will be classified as commercial. Applicants requesting an alternative classification for an event will be required to provide evidence to the satisfaction of the CEO that the nature of the event satisfies the criteria for the alternative classification. The CEO may reclassify an event if it does not adhere to the classification requirements and may refer applications to Council for determination of the appropriate classification.

4. Event Classification Criteria

4.1. Charitable Events

- 4.1.1 Events in this category are to satisfy at least one of the following:
 - a. The event is being organised by a registered charity or a not for profit organisation and the primary purpose of the event is to raise funds for a registered charity; or
 - b. The primary purpose of the event is to promote awareness of a significant community or health issue.

- 4.1.2 Where a commercial organisation wishes to hold an event to raise funds for a charity or not for profit organisations, the applicant is required to pay the relevant hire fee as a community or commercial event, as determined by the CEO.

Where an applicant has been required to pay a hire fee under paragraph 4.1.3, the applicant may make a separate application to the Town after the event for the fees to be reimbursed on the basis of the charitable nature of the event on the following conditions:

- a. Detailed audited financial statement(s) for the event are submitted.
- b. Receipt(s) are submitted with the financial statement showing distribution of all funds raised to the nominated charity or charities.

4.2. Education Events:

- 4.2.1 This classification applies to events facilitated by Cottesloe Primary School and North Cottesloe Primary School and affiliated Parents and Citizens Associations.
- 4.2.2 Applications from other educational institutions will not be classified as an education event unless they meet one of the following criteria:
 - a. The event does not seek to promote a school, service, company or organisation (sponsorship excepted).
 - b. The event is run by an educational institute within its normal hours of operation.
- 4.2.3 Events, including film and photo shoots, that form part of a student's curriculum, may have hire fees waived or reduced by the CEO if the CEO is satisfied that the event is minor and of no significant impact on the Town's facilities.

4.3. **Community Events:**

- 4.3.1 For events to be classified in this category they are to be organised and operated by a not for profit, incorporated organisation and satisfy at least two of the following:
- a. The primary purpose of the event is to provide an opportunity for Cottesloe residents to attend/participate in the event.
 - b. Spectating at the event is free.
 - c. The event is supported or organised by a local community group.
- 4.3.2 Notwithstanding the above para, events will not be classified as community events where they seek to promote a product, service of company (sponsorship excepted) unless the CEO is satisfied that the event has significant benefit to the health or well being of Cottesloe residents.

4.4. **Tourism Events:**

For events to be classed in this category they are to satisfy one of the following:

- a. The primary purpose of the event is to promote or provide tourism opportunities.
- b. The event is organised or operated in conjunction with or sponsored by Tourism Australia, Tourism Western Australia or other Government agencies responsible for the promotion of tourism, as may be applicable, and the primary purpose of the event is to promote tourism.

4.5. **Commercial Events:**

This classification applies to all events that are not exempt under this policy or any other Council policy and that are not able to be categorised under the other four categories. They will typically meet one of the following criteria:

- a. They seek to promote a company or product.
- b. Admission is charged for people to be able to participate.
- c. The organisers of the event are retaining the profits for personal or corporate gain.
- d. It is a private event that is not open to the general public.

5. **Exemptions**

- 5.1. Town appointed Cottesloe Civic Centre exclusive event and catering contractor, for events within the contractual rights.
- 5.2. The organisations listed below which under their normal operations occupy any beach area and/or reserve within the Town are exempt from paying a bond and hire fees.

• Cottesloe Surf Life Saving	• North Cottesloe Surf Life Saving
• Cottesloe Rugby Club	• Cottesloe Australian Football League Club/s
• Cottesloe Longboard Club	• Cottesloe Tennis Club
• Cottesloe Parkrun	• Department of Education – Swimming Programs

Events that are outside the scope of a listed organisation's normal operation are not exempt.

- 5.3. Small scale personal events such as children's birthday parties (1 -13 years) are exempt from fees and charges unless third party contractors are involved in which case the Community Events Classification will apply for the purpose of determining the fees and charges payable.
- 5.4. Registered charities and other not for profit organisations, with valid Public Liability Insurance, hosting free community beach clean ups are considered exempt for the purpose of this policy, hire and bond fees are not applicable.

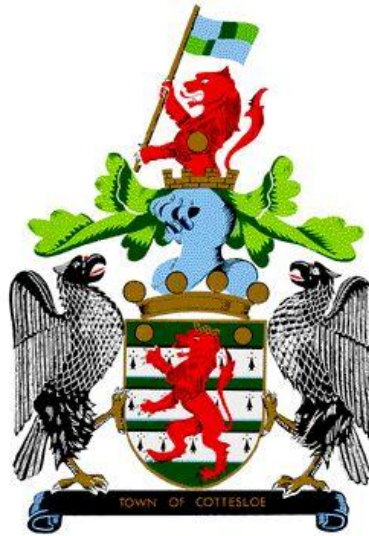
6. Definitions

- 6.1. **CEO** – Chief Executive Officer or delegate for the Town of Cottesloe
- 6.2. **Facility/Facilities** – Any building, reserve or public open space that is owned by the Town or under the Town's care, control or management.
- 6.3. **Registered Charity** – an organisation registered with the Australian Charities and Not-for-Profits Commission.
- 6.4. **Not for profit** – an organisation recognised as a not for profit by the Australian Taxation Office.

7. Relevant Procedures/Key Documents include:

- 7.1. Event Conditions Policy
- 7.2. Civic Centre Hall Hire Bookings Policy
- 7.3. Film and Photo Shoot Application
- 7.4. Event Application Form
- 7.5. Hall Hire Application Form
- 7.6. Schedule of Fees and Charges
- 7.7. Contract - Cottesloe Civic Centre exclusive event and catering contractor

TOWN OF COTTESLOE



AGENDA FORUM

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ITEM 10.1.2C: FACILITY-HIRE-POLICY

Facility Hire Policy



Council Policy: POL/111	Facility Hire Policy		
Reference	<i>Strategic Community Plan 2013- 2023</i> Priority Area: 1 Major Strategy: 1.3	<i>Corporate Business Plan 2020 - 2024</i> Priority Area: 1 Major Strategy: 1.4	
Responsible Officer	Director Corporate and Community Services		
Policy Area	Corporate Services – Community		
Council Adoption Date	27 October 2020	Version Number	V2
Amendment Dates	28 May 2024	Next Review Date	2027

This Policy replaces all previous policies related to this topic.

1. Policy Purpose

- 1.1. This Policy establishes guiding principles and guidelines related to hire management of the War Memorial Hall, Lesser Hall (Halls) and Anderson Pavilion.
- 1.2. This Policy aims to provide an equitable, transparent and accountable process in determining and allocating Halls for hire.

2. Policy Scope

- 2.1. Supports the efficient and effective use of the Town's Halls and Anderson Pavilion, thereby ensuring fair and reasonable access to Town facilities by all users across the Town of Cottesloe community.
- 2.2. Sets priority and cost efficiencies to community and charitable organisations.
- 2.3. All other bookings are to be based on a cost recovery system to contribute to the long-term upkeep of the facilities.

3. Policy Requirements

- 3.1. All bookings are classified and managed in accordance with the Event Facility and Classification Policy. Priority is to be given to organisers that meet the Community or Charitable classification/s.

- 3.2 Bookings are not to be taken more than six months in advance with the exception of wedding bookings for a wet weather backup which is 12 months in advance.
- 3.3 Charitable organisations, which do not attract a hire fee, are not permitted to have more than one booking per calendar month.
- 3.4 Repeat bookings in excess of three sessions for the same hall are not permitted in any week (Monday – Sunday).
- 3.5 Repeat booking in excess of one session for the same hall are not permitted in the same day unless scheduled contiguously.
- 3.6 Booking times are inclusive of set up and pack down. A minimum of half an hour is required between each individual booking.
- 3.7 For all bookings, rescheduling is considered a cancellation, as per the Schedule of Fees and Charges.
- 3.8 Town Officers may use their discretion to regulate the fair and reasonable allocation of the Halls.
- 3.9 The Town reserves the right to deny an application based on the nature of the booking. An accurate summary outlining the intended use should be stated on the application form.
- 3.10 The Town may impose conditions on an applicant to ensure the use is compatible with the Town's standards as a community facility.
- 3.11 Bookings are for the relevant halls only and do not permit the use of any other hall or space at the Cottesloe Civic Centre.

4. Exemptions

Nil

5. Definitions

- 5.1. **Blue Room Lounge** - situated on the Southern upper level of the Civic Centre
- 5.2. **Lesser Hall** - stand-alone building to the North of the Civic Centre
- 5.3. **Cottesloe Civic Centre** – Lot located at 109 Broome Street, Cottesloe WA 6011.
- 5.4. **Anderson Pavilion** - Located at Harvey Field, cnr Jarrad St and Broome St

6. Relevant Legislation

This Policy should be read in conjunction with relevant legislation including:

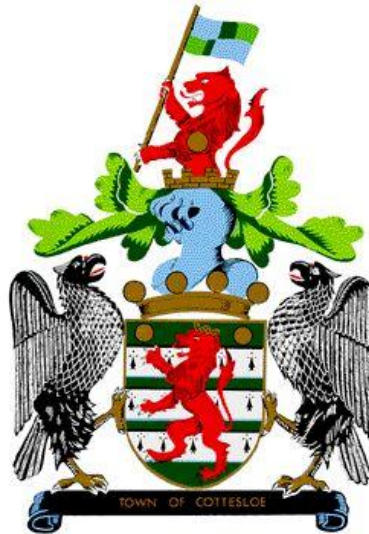
- 6.1. Health (Public Buildings) Regulations 1992
- 6.2. Food Act 2008
- 6.3. Town's Health Local Law 1997
- 6.4. Health (Miscellaneous Provisions) Act 1911
- 6.5. Environmental Protection (Noise) Regulations 1997

7. Other Relevant Procedures/Key Documents

This Policy is at all times subject to the following relevant procedures/ key documents:

- 7.1. Schedule of Fees and Charges
- 7.2. Event Classification Policy
- 7.3. Facility Hire – Conditions of Use
- 7.4. Lesser Hall – Procedures and Information
- 7.5. War Memorial Hall - Procedures and Information
- 7.6. Hall Hire Application Form
- 7.7. Contract - Cottesloe Civic Centre exclusive event and catering contractor
- 7.8. Town's Liquor (Licensed Premises) Policy

TOWN OF COTTESLOE



AGENDA FORUM

ATTACHMENT

ITEM 10.1.2D: EVENTS POLICY ENGAGEMENT REPORT



Project Name : Events Council Policy

Powered By : Engagement Hub

Reporting Period: 13 April 2026 - 10 May 2026

Content

- Project Overview
- Project Snapshot
- Project Performance
 - Project Level of Engagement
 - Project Activity
- Informative Activities
 - Number of Informative Items Posted
- Engagement Activities
 - Number of Engagement Items Posted

1 of 22

- Event Tool Activity
- Community Chat Tool Activity
- Survey Tool Activity
- Quick Poll Tool Activity
- Submissions Form Tool Activity
- Mapping Tool Activity
- Ideas Wall Tool Activity
- Extended Ideas Wall Tool Activity
- Interactive Image/Pdf Tool Activity
- Interactive Gis Mapping
- Budget Stimulator
- Interactive Media
- Key Topics
- Newsletters Sent
- Registered User Demographic and Activity
 - Registered Users Demographics
 - Gender and Household Composition
 - Registered Users by Suburb
 - Users – Additional Information
- Notes

- Top Active Users
- Top Influences

Project Overview

The Town is seeking community feedback on its revised Events Council Policy, which sets out how events on Town-managed land are planned, approved, delivered and evaluated. The Policy aims to ensure events are safe, inclusive, sustainable and aligned with community expectations.

Key features of the updated Policy include:

- A consistent, risk-based approach to event planning and approvals.
- Clear principles guiding all Town decisions, including safety, legal compliance, financial responsibility, accessibility and environmental stewardship.
- Minimum requirements for event organisers, such as risk assessments, insurances, event management plans, compliance with permits, financial protections, and post event reporting.
- Defined roles and responsibilities for Council, the CEO, event applicants and Town officers.

This consultation provides an opportunity for the community, event organisers, local businesses and stakeholders to review the proposed Policy and share feedback before it is finalised.

Have Your Say — Make a Submission

Community feedback can be provided by completing the online submission form below.

Documents are available within the Document Library:

- Draft Events Council Policy (PDF)
- Draft Impact Matrix – Overview of Changes
- Frequently Asked Questions (FAQ)

- [Draft Terms and Conditions \(PDF\)](#)

[This consultation has now closed. Thank you to everyone who completed the survey.](#)

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Key features of the updated Policy include:

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- [Draft Impact Matrix – Overview of Changes](#)
- [Frequently Asked Questions \(FAQ\)](#)
- [Draft Terms and Conditions \(PDF\)](#)

Project Snapshot

 470 Total Page Views	 260 Total Unique Visitors in Portal	 609 Total Registered Users
 224 Total Aware Stakeholders	 54 Total Informed Stakeholders	 24 Total Engaged Stakeholders

Project Performance

Project Level of Engagement



Terminology

- **Aware:** Number of unique visitors who have viewed the project page, minus any visitors who have undertaken any activity eg: downloaded a document, viewed a video, completed a survey etc.
- **Informed:** Any unique visitor who has viewed a latest news item, viewed a document, viewed a video, viewed a FAQ minus any user that has engaged eg: done a poll, survey, ideas wall, interactive mapping, interactive document, forum.
- **Engaged:** Any unique visitor who has done a poll, survey, ideas wall, interactive mapping, interactive document, forum

Project Activity

Total Page Views	Total Video Views	Number Of Event Attendees	Total Document Download	Total Survey Taken	Total Poll Taken
470	0	0	122	Total : 19 Submitted : 19 Saved to draft : 0	Total Poll Vote: 0
Total Ideas Posted	Total Extended Ideas Posted	Total Map Comment	Total Forum Comment	Total Interactive Document Comment	Total Comment On Budget Stimulator
0	0	0	0	0	0
Total Activity On Interactive Media					
0					

Informative Activities

Number of Informative Items Posted

Latest News	Key Document	Photo Gallery	Video Gallery	Who's Listening	FAQS
0	0	0	0	0	0











Informative Widget Tools	Unique Visitors	View / Downloads
Latest News Tool (when clicking 'Read More')	0	0
Video Tool	0	0
Photo / Image Gallery Tool	0	0
FAQ Tool	0	0
Key Documents Tool	62	122
Draft Events Council Policy	35	52
Registered	4	5
Anonymous	31	47
Draft Impact Matrix – Overview of Changes	21	27
Registered	1	1
Anonymous	20	26

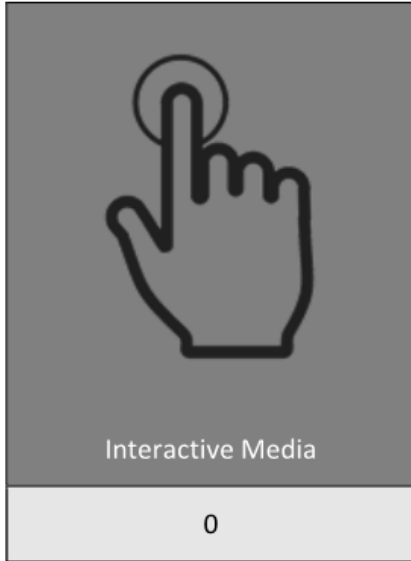
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Frequently Asked Questions (FAQ)	19	25
Registered	1	1
Anonymous	18	24
Draft Terms & Conditions (PDF)	15	18
Registered	1	1
Anonymous	14	17

Engagement Activities

Number of Engagement Items Activity

 Events	 Community Chat	 Surveys	 Quick Polls	 Submissions
0	0	Total : 19 Submitted : 19 Saved to draft : 0	Total Poll Vote: 0	0
 Mapping	 Ideas Wall	 Extended Ideas Wall	 Interactive Image / PDF	 Budget Stimulator
0	0	0	0	0



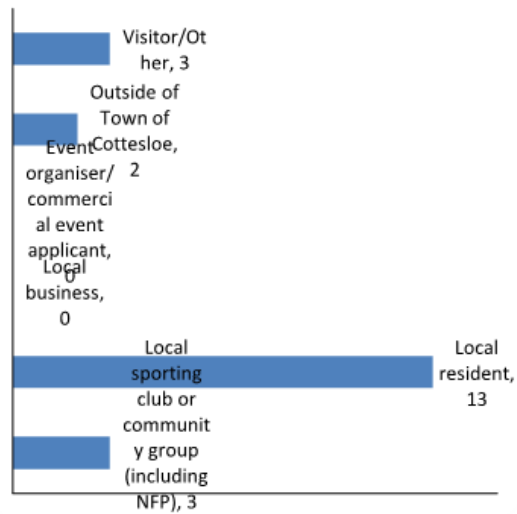
Survey Tool Activity

Survey Title : Community Consultation Survey – Draft Events Policy

Question : Which best describes you?

Answered : 18

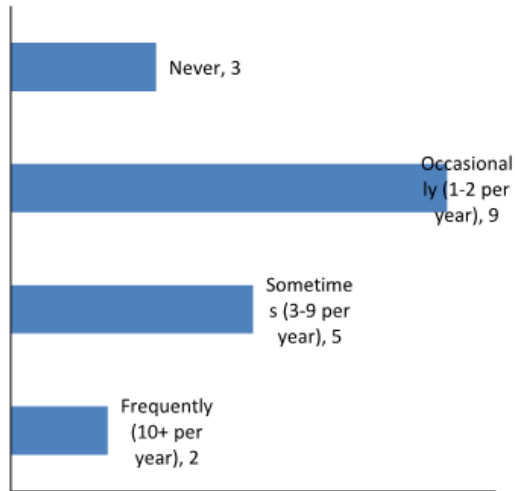
Skipped : 1



Question : How often do you attend or participate in events in the Town of Cottesloe?

Answered : 19

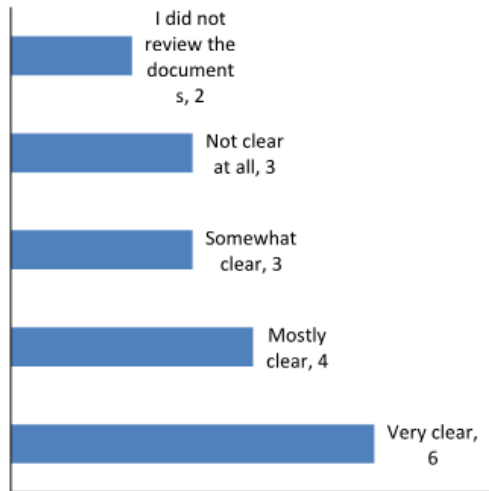
Skipped : 0



Question : How clear was the information about the proposed Events Policy?

Answered : 18

Skipped : 1

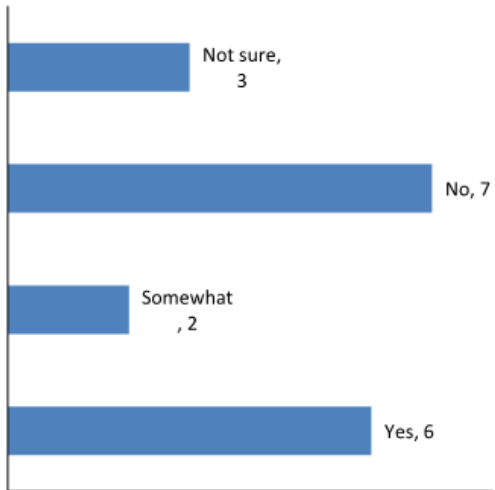


Question : Do you feel the proposed policy provides a more consistent and transparent approach to event approvals?

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Answered : 18

Skipped : 1

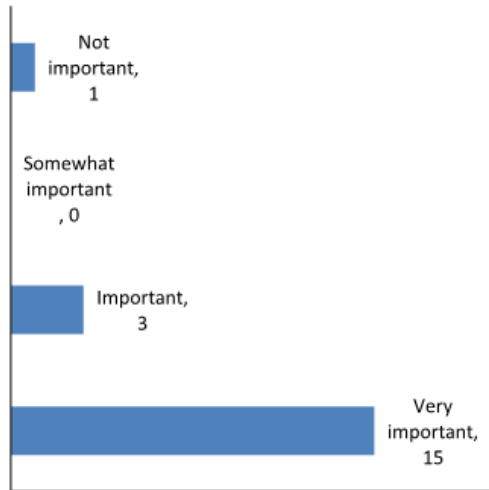


Question : How important is it to you that the Town manages the impacts of events such as noise, traffic, parking and amenities?

16 of 22

Answered : 19

Skipped : 0

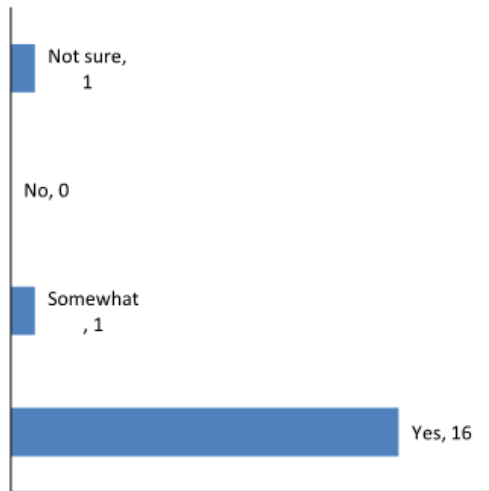


Question : Do you support stronger requirements to manage community impacts (e.g. noise controls, notification periods, event classification system)?

Answered : 18

17 of 22

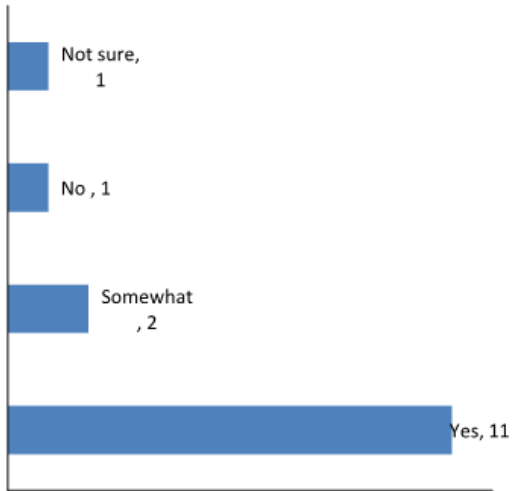
Skipped : 1



Question : Do you support the move to a cost-recovery model for events held on Town-managed land?

Answered : 15

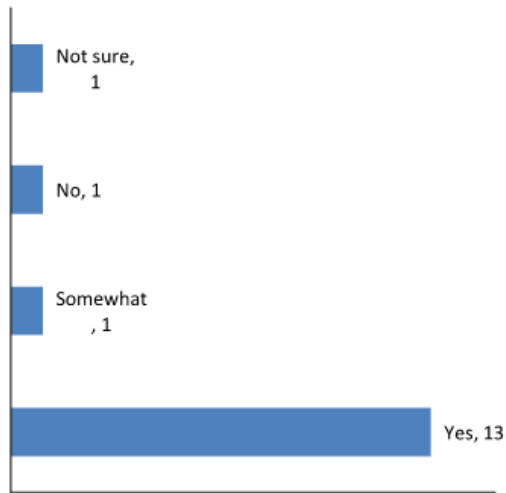
Skipped : 4



Question : Do you support the proposed "locals first" approach where local community clubs receive reduced fees?

Answered : 16

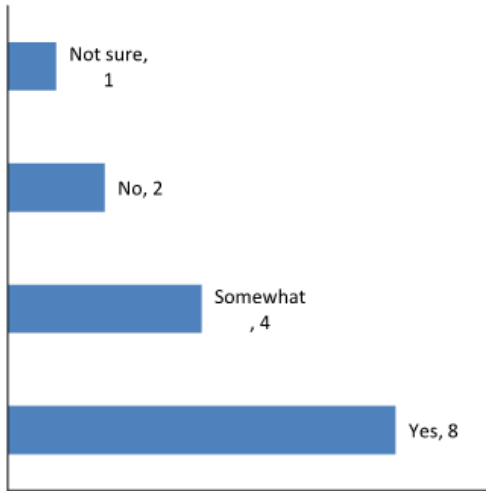
Skipped : 3



Question : Overall, do you support the direction of the Draft Events Policy?

Answered : 15

Skipped : 4



Question : Final comments or suggestions for improving the Events Policy?

Answered : 13

Skipped : 6

Comment:

Does not specify the role of the community in the event approval process

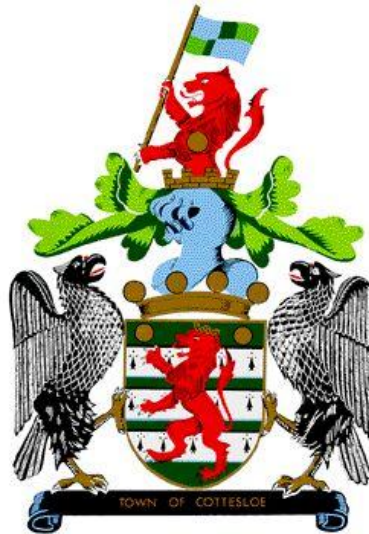
Appears to be aimed at larger commercial events rather than community events

Electric island needed to include John st as being closed. Only swirls between Forrest and pearse

The policy is clear operationally but lacks clarity on limits to exclusive use of public space, particularly beaches, and how community access is protected

Thank You

TOWN OF COTTESLOE



AGENDA FORUM

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ITEM 10.1.2E: DRAFT - 2026 EVENTS POLICY

Events Policy



1. Purpose

This Strategic Council Policy sets the Town's overarching position for all events delivered by, in partnership with, or approved by the Town. It ensures a consistent, risk-based approach to planning, approving, managing and evaluating events so that community outcomes are achieved safely, sustainably and in line with Council's strategic objectives. The Policy functions as a risk mitigation measure by defining the minimum controls that must be met before an event can proceed and the principles that guide decision-making across the event lifecycle (concept, assessment, approval, delivery and close-out).

2. Scope

Applies to:

- (a) all events held on Town-managed land or facilities;
- (b) Town-delivered or Town-sponsored events;
- and (c) third-party events requiring Town approval, permits or licences.

This Policy does not apply to private activities on private land that require no Town approval. Where another law, approval, contract or agreement imposes more stringent requirements, those prevail.

3. Policy Statement

Council supports events that enhance community wellbeing, cultural vibrancy and economic participation. All Town decisions regarding events will reflect the following principles:

- Safety first – prevent harm to participants, spectators, workers and the community through proportionate controls and competent planning.
- Legal and ethical compliance – meet applicable legislation, approvals, local laws, permits and standards, and respect our community and environment.
- Risk-informed decisions – apply the Town's risk management framework to identify, assess and treat risks (including opportunities) before approval and throughout delivery.
- Financial prudence – protect public funds through transparent costing, bonds/fees where appropriate, and clear accountability for damages or reinstatement.
- Accessibility, equity and inclusion – design events that are inclusive, accessible and culturally respectful.
- Environmental stewardship – minimise waste, noise, emissions and impacts on public open space and coastal environments; require remediation where necessary.

[insert policy name]

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- Continuous improvement – capture lessons learned and report on outcomes to inform future approvals and programming.

4. Mandatory Risk Controls (Minimum Requirements)

- Event Risk Assessment: An ISO 31000–aligned risk assessment addressing public safety, crowd management, security, emergency response, traffic and transport, safeguarding children and vulnerable persons, site hazards, weather, medical, and contractor risks.
- Insurances: Evidence of appropriate public liability insurance and, where applicable, workers compensation and professional indemnity; additional cover for higher-risk activities (e.g., pyrotechnics, amusement devices).
- Event Management Plan: Proportionate to scale/classification; to include site plan, staffing/competency, communications, accessibility, emergency/evacuation, first aid/medical, security, alcohol management (if applicable), waste and amenity management, and community notifications.
- Compliance Clearances: Evidence of required permits/approvals (e.g., road occupancy/traffic management where applicable; food and temporary structures approvals; noise management; liquor licensing where applicable).
- Financial Protections: Fees and charges, bonds and cost recovery consistent with Council’s Schedule of Fees and Charges and relevant classification.
- On-the-day Assurance: Pre-event inspection/briefing; dynamic risk assessment for changing conditions; incident and near-miss reporting.
- Event Control Unit (ECU): For major or higher-risk events, or where directed by the CEO based on risk, an Event Control Unit (or equivalent coordination structure) with Terms of Reference and escalation protocols.
- Post-event Close-out: Site reinstatement, debrief/lessons learned, submission of required post-event confirmations (e.g., attendance estimates, incident summaries), and settlement of any charges.

5. Roles and Responsibilities

Role	Responsibilities
Council	Sets the strategic intent for events, adopts this Policy, and determines overarching risk appetite and community outcomes.
Audit, Risk and Improvement Committee (ARIC)	Provides oversight of the adequacy of systems for risk, compliance and improvement as they relate to events; reviews significant event risk insights where relevant.

[insert policy name]

Page 2 of 4

Chief Executive Officer (CEO)	Ensures systems, procedures and resources are in place to implement this Policy; determines approvals under delegation; may impose additional conditions commensurate with risk (including the requirement for an ECU); ensures post-event learning is captured.
Event Owner/Applicant	Provides complete and accurate applications, plans, insurances and evidence of competence; complies with all conditions and directions; where required; restores sites and pays applicable fees/bonds.
Town Officers (Governance/Risk/Events/Assets/Health/Compliance)	Assess applications proportionate to risk and classification; coordinate specialist advice; monitor compliance; undertake inspections; maintain records and report on outcomes; provide ECU guidance and oversight as necessary.

6. Event Classification and Conditions – Relationship to this Policy

This Strategic Policy sits above the Town’s operational policies/procedures for Event Classification and Event Conditions. Event Classification determines fee category and scale-based requirements; Event Conditions set the standard approval conditions and technical requirements, including when an Event Control Unit is required and how it must operate. Where there is any inconsistency, this Strategic Policy prevails to the extent of the inconsistency. (See Related Documents.)

7. Related Documents and References

- Town Risk Management Policy and Framework (AS ISO 31000-aligned).
- Event Classification Procedure/Schedule (as per fees and charges)
- Standard Event Conditions & Technical Guidelines as per the Town's booking process (including ECU Terms of Reference in DRAFT)
- Schedule of Fees and Charges; Local Laws; Delegations Register; Event Application Forms and Guidance.
- Applicable permits/licensing requirements as advised by the Town at application stage.

Term	Definition
Event	An organised activity on Town-managed land or facilities that requires Town approval or support.
Event Control Unit (ECU)	A multi-disciplinary internal coordination group established for major or higher-risk events to oversee live risk management, communications and

[insert policy name]

Page 3 of 4

	escalation during operations, as specified in the Town's guidelines and ECU Terms of Reference.
Applicant	The person or organisation applying to hold an event.
Event Management Plan	A plan proportional to event risk/scale addressing operational, safety, environmental, accessibility and emergency arrangements.
Risk Assessment	A structured identification and analysis of risks and controls, with residual risk and treatment actions documented.
Term	Definition
<i>Example: Event</i>	<i>Any organised activity held in a public space that requires Town approval</i>

7. Review and Approval

This Policy will be reviewed every two (2) years or earlier if legislative or strategic changes warrant.

Document Control

Document control refers to the process of managing versions, changes, and approvals of a policy to ensure accuracy, consistency, correct document refs, and accountability over its lifecycle.

Version	Date	Author/Approver	File ref
		Manager Community and Customer Services/Council	Example: D25/0001

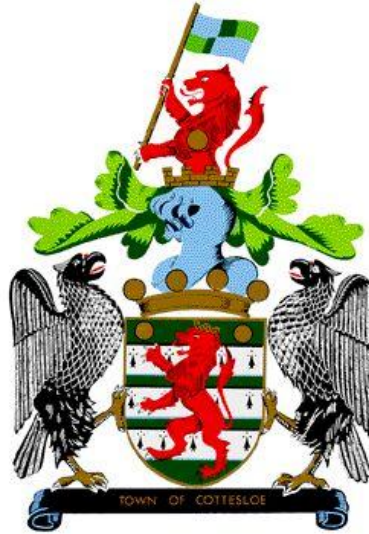
[insert policy name]

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TOWN OF COTTESLOE



AGENDA FORUM

ATTACHMENT

**ITEM 10.1.3A:
COUNCIL PLAN-2023-2033 - ORIGINAL**



Town of Cottesloe

COUNCIL PLAN 2023-2033



**Our Plan for the Future:
incorporating our
Strategic Community Plan and
Corporate Business Plan**

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Mayor's Introduction	Page 1
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Our Vision and Key Objectives	Page 11
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Our Delivery	Page 16
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MAYOR'S INTRODUCTION

We are pleased to present the Town of Cottesloe Council Plan 2023-2033, our Plan for the Future, incorporating the Strategic Community Plan and Corporate Business Plan.

This Plan is part of our continued commitment and focus to ensure the Town of Cottesloe will strive to work with the community to fulfil their needs and support their aspirations, while leading with fairness.

This Plan shares our vision and objectives, aligned to the community's expressed visions and aspirations for the future, outlining how we will work towards achieving these over the next decade.

This Plan has been developed after consideration of the valued input of the local community. We are grateful to the community for their response and input into the strategic community planning process and the valuable insight into the desired vision for the future of the Town of Cottesloe.

Our community and Council recognise that, although we are small in land size, the Town attracts a large number of visitors and is custodian to precious natural environs and heritage. With a relatively small resident population and ratepayer base for a metropolitan local government, the Town is mindful of our resource limitations.

Our community engagement results highlight a strong sense of community and local residents are highly invested in seeing our Town retain its natural beauty for the benefit of current and future generations.

As a Council, we have endeavoured to continue to capture the community's aspirations to incorporate and reflect these in our Council Plan vision and desired outcomes.

As a local government we will continue to work in partnership with the community, and other key stakeholders, to deliver these outcomes.

During the development of this Plan, we recognised our progress since the development of our Strategic Community Plan 2013-2023 and also identified the need to ensure the Town has the resources and capacity to continue appropriate levels of services to the community and to maintain our infrastructure.

As a Council we look forward to continuing our progress and supporting our community.

Lorraine Young
Mayor, Town of Cottesloe



TOWN OF COTTESLOE



12km
Distance from Perth CBD



9
Council Members



3.9 sq km
Area



50
Employees



7,970
Residents



3,905
Dwellings



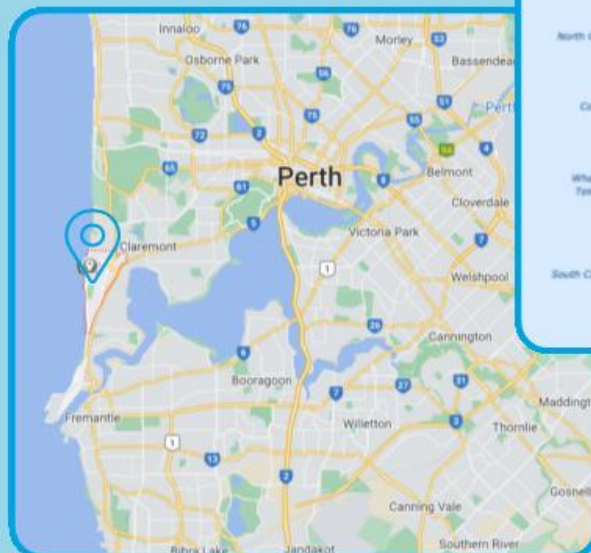
\$12.4m
2023/24 Rates Raised



\$69.7m
Town Infrastructure
Asset Value at 30 June
2023



\$71.7m
Town Property, Plant
and Equipment Asset
Value at 30 June 2023



CONTEXT

Other levels of government and their individual strategies, plans and projects have an impact on how local governments operate. These independent strategies, plans and projects need to be considered when planning for the future of our Town. In addition to foreshadowed local government legislative reforms, the following are considered highly relevant due to their potential impact on the Town's service delivery.

State Planning Strategy 2050

A guide from which public and local authorities can express or frame their legislative responsibilities in land-use planning, land development, transport planning and related matters.

In the context of the Town, this is relevant to achieving growth in a sustainable manner which ensures economic advancement, social equity and ecological protection and enhancement.

State Infrastructure Strategy

Identifies the whole-of-government consideration to delivering future infrastructure needs and priorities to support Western Australia's growing population.

Local Health Plans

The WA State Government introduced the Public Health Act 2016 for Western Australia which requires Local Governments to develop local public health plans.

Development of the Cottesloe Local Health Plan itself is unlikely to have any significant impact on the Town's resources, however the actions and projects contained within such a plan could.

Liveable Neighbourhoods Community Design

The State Government's community design code for Liveable Neighbourhoods calls for mixed use developments, housing variety, connected walkable street structure and accessible local green spaces.

WA Housing Strategy

A call to action for all sectors to work together to improve housing choices and access to suitable and affordable homes – particularly for the most vulnerable.

Western Australian Climate Change Policy

Sets out the State Government's plan for a climate-resilient community and a prosperous low-carbon future. The policy highlights their commitment to adapting to climate change and working with all sectors of the economy to achieve net zero greenhouse gas emissions by 2050.

COMMUNITY ENGAGEMENT

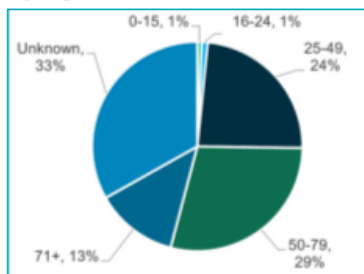
As part of the ongoing development and review of the Town’s high level strategic planning activities, community consultation and engagement was again sought in 2023. The feedback received has been taken into consideration during the major review in early 2023 and subsequent development of the Town of Cottesloe’s Council Plan 2023-2033.

This process included a focus on seeking the community’s aspirations, vision and objectives for the future and feedback in relation to services and facilities provided by the Town of Cottesloe.

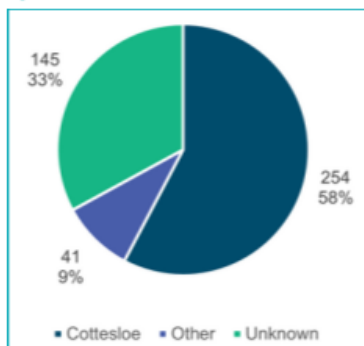
The following is a brief snapshot of the community input received.

We Heard From:

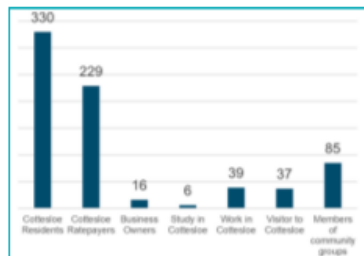
By Age



By Residence



By Relationship to the Town



Community Responses:

What do you love about the Town of Cottesloe?

- Beach
- Community
- Ocean
- Trees
- Relaxed
- Open space
- Proximity
- Access
- Sense of community

What is your greatest wish for the Town of Cottesloe over the next 10 years?

- Protect the beach and natural environs
- Appropriately managed development
- Maintain and improve the foreshore
- Access to the beach front is maintained
- Promote and foster sense of community



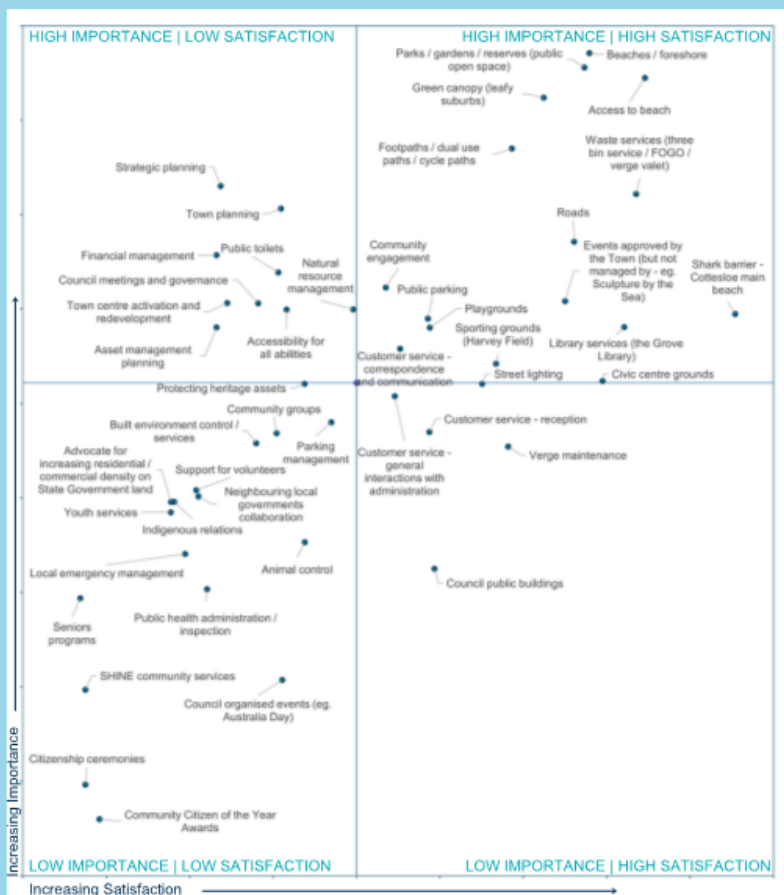
COMMUNITY ENGAGEMENT

Service Provision – Comparison Analysis

Survey respondents rated their perspective of the importance and their level of satisfaction with current and anticipated Town services, facilities and support. Based on the survey results, the relative importance and satisfaction of various Town services, community facilities and infrastructure were determined, relative to each other.

Services and facilities with a higher than average importance to the community are reflected in the top half of the chart below. Services and facilities the community is most satisfied with are reflected in the right half of the charts below.

Note, some services are not services within the Town’s responsibility, however as they are important to our community, the Town may play a vital advocacy role.



COMMUNITY ENGAGEMENT

Aspirations and Values

Our community identified the following aspirations and values.

The Town of Cottesloe has a lot to offer, beautiful coastal environment, a friendly community with a relaxed lifestyle and precious heritage, both in built and natural form. Protecting and retaining the natural environs for future generations is priority for the community and Council. There is great opportunity to maintain and enhance our attractive and welcoming Town with collaboration and recognition of the special appeal of Cottesloe to the wider community, and the world.

To ensure there is adequate consideration of the social and environmental impacts of future development, continued planning is required to achieve balanced growth for the community, whilst protecting and enhancing the natural environment and community lifestyle.

Opportunities exist to improve the built environment to support our community and large visitor population, including the foreshore redevelopment, village precinct planning and the identified need for improved amenities (including ablutions).

A wide range of community events, activities and opportunities for engagement and involvement are desired.

The feedback received during this engagement process, generally continues to align with the engagement responses received during previous iterations of the Strategic Community Plan, although there are a few significant shifts.

Through this document quotes from the community feedback are included in the blue speech bubbles, as below.

"I love... The beautiful beaches, leafy streets, heritage buildings, low rise beach dwellings, local cafes, excellent library"

"my greatest desire... create an urban environment deserving of the beautiful natural landscape. To help build sustainability and allow more people to enjoy the wonderful area"

"my greatest desire... not to change too much in terms of large developments but to enhance landscaping, parks, playgrounds and increase good food and entertainment options"

"my greatest desire... to maintain the village and community vibe of our town which welcomes all to use it's outstanding facilities for leisure, sport and social interaction"

STRATEGIC PLANNING

All Western Australian local governments are required by current legislation to prepare a Plan for the Future for their district, under Section 5.56 of the *Local Government Act 1995*. The Plan for the Future is defined in the *Local Government (Admin) Regulations 1996 (19BA)* as the combination of a Strategic Community Plan and a Corporate Business Plan.

With the Local Government Act reform process currently underway and the *Local Government Amendment Bill 2023* being passed in May 2023, consideration was given during the development of this plan to the pending change to Section 5.56 of the *Local Government Act 1995*.

When the amendments to the *Local Government Act 1995* come into effect, Section 5.56(2) will define a council plan as a plan for (a) the future services and facilities for the district that are to be provided by the local government; and (b) any prescribed matters. At this time, regulation amendments are being drafted regarding the Council Plan and will provide further detail for the requirements of the Council Plan when released.

Currently the *Local Government (Admin) Regulations 1996 (19C)* detail what should be included in a Strategic Community Plan (SCP) and the *Local Government (Admin) Regulations 1996 (19DA)* detail what should be included in a Corporate Business Plan (CBP).

The Town of Cottesloe’s Council Plan 2023 - 2033 is an integrated approach for meeting the requirements for strategic community planning and corporate business planning, reflecting strategic alignment and integration.

The Council Plan provides the overall strategic direction for the community, Council and others who deliver services and play a part in the community. The plan is intended to be used as a guiding document, not only with respect to the Town’s responsibilities, but with respect to the broader community’s responsibilities and those of other agencies, residents and stakeholders.



STRATEGIC PLANNING

Strategic Community Planning

Strategic community planning is underpinned by community engagement to provide the community's vision and aspirations.

An essential element of the development process is to enable community members and stakeholders to participate in shaping Cottesloe's future, identifying issues and solutions.

The Town of Cottesloe intends to use the Council Plan in several ways, including:

- Guide Council's priority setting and decision making;
- Be a mechanism for the ongoing integration of local planning initiatives;
- Inform the decision making of other agencies and organisations, including community and State Government;
- Provide a rationale to pursue grants and other resources by demonstrating how specific projects align with the aspirations of our community, within the strategic direction of the Town;
- Inform potential investors and developers of our community's key priorities, and the way we intend to grow and develop;
- Engage local businesses, community groups and residents in various ways to contribute to the Town's future; and
- Provide a framework for monitoring progress against our vision.

Importantly, plans are only effective if adequate resources are dedicated to ensuring objectives can be delivered. The informing plans detailed on the following page provide this more detailed level of service and resource planning.

As one of the State's premier attractions, Cottesloe Beach is of significant importance to not only our local residents but the wider community. The Town recognises the need to work collaboratively with other levels of government, neighbouring local governments and stakeholders to preserve, maintain and enhance this precious place.



STRATEGIC PLANNING

Corporate Business Planning

Achieving the community's vision and the Town's strategic objectives requires development of actions to address each key strategy.

A core component of corporate business planning includes service delivery activities, aligned to the strategic direction identified during the strategic community planning. These activities are listed under the headings "Delivering our Services" for each key objective on the following pages.

These activities vary over the:

- short term | 1-4 years
- medium term | 5 - 8 years
- long term | 8+ years
- ongoing

and will be reviewed and developed annually, aimed towards ensuring alignment of the annual budget process and high level strategic direction of the Town.

The strategic activities may refer to other adopted plans and strategies of Council and will be implemented in accordance with further detailed planning, and will be subject to the annual budget process and resource availability.

As a Town, we will undertake a variety of roles in progressing these strategies, including:

- Deliver / Facilitate
- Advocate / Lobby
- Partner / Collaborate

The high level objectives, strategies and actions developed are included on the following pages.

Informing Strategies

The Town has undertaken asset management planning for the major asset classes. The asset management plan forms a component of an overall Asset Management Strategy which addresses the Town's current processes and sets out the steps required to continuously improve the management of Town controlled assets. Capital renewal requirements are contained within the asset management planning and have been planned to the extent the financial and workforce resources are available to enable the renewals to occur.

The Town adopted the Long Term Financial Plan 2023-24 to 2032-33 in February 2023, seeking to maintain, and where possible, improve service levels into the future while maintaining a healthy financial position.

Regular review and updates of the long term financial plan are planned, where detailed results of capital works program updates will be prepared for future reporting and planning.

Workforce planning provides the workforce management and resource strategies necessary to deliver the objectives, outcomes and strategies of the Town's Council Plan.



COUNCIL PLAN STRUCTURE

Our Vision

Our Vision reflects the community feedback received during consultation in 2023.

Our vision, along with our Town’s mission are included on the following page.

Key Objectives

The community feedback received informed the development of key strategic objectives for the Town. These are summarised on the following page.

Responding Strategies

Strategies to progress these key objectives have been developed and the Town will use these to guide decision making and planning into the future.

These Strategies are detailed on the followings pages under the heading “Our Strategies” for each key objective.

Service Delivery

The corporate business planning activities included in this Council Plan have been developed to progress our key objectives and vision.

These activities are included on the following pages under the heading “Delivering our Strategies”.



OUR VISION

A vibrant coastal community with a relaxed lifestyle

OUR MISSION

To preserve and improve Cottesloe's natural and built environment and beach lifestyle by using sustainable strategies in consultation with the community

KEY OBJECTIVES

Our key focus areas for the next ten years, guiding our decisions and planning, are:



Our Community

Connected, engaged and accessible



Our Town

Healthy natural environs and infrastructure meeting the needs of our community



Our Prosperity

A vibrant and sustainable place to live, visit and enjoy



Our Leadership and Governance

Strategic leadership providing open and accountable governance



OUR COMMUNITY

Connected, engaged and accessible

Community Feedback

Our community values its relaxed, outdoor lifestyle and the natural environment.

Looking forward, our community wants Cottesloe to be a welcoming place for locals and visitors of all backgrounds, ages and abilities.

Community events and initiatives are welcomed to enhance our vibrant coastal community, with the style and scale of events to suit Cottesloe's character.

"I love.... the parks, beach, open space, and friendly neighbourhood"

"I love....the coastal lifestyle with amenities for leisure and social interaction in an environment which feels like a village"

"My greatest wish... Cottesloe keeps evolving, prioritises creative community connection and events"

Our Strategies

Our high level strategies to progress these objectives:

- 1 Supporting an active, healthy and inclusive community culture, our residents enjoy access to a range of social, cultural and recreation activities
- 2 Providing accessible and inclusive community spaces and facilities

Delivering our Strategies

Activities to achieve these strategies include:

- Encourage health and wellbeing through recreation initiatives
- Implement the Disability Access and Inclusion Plan
- Review and update the Town's Public Open Space and Playground Strategy
- Identify and support opportunities for community participation
- Review and implement the Town's Events Policy
- Implement the Reconciliation Action Plan (RAP)
- Develop a Public Health Plan
- Develop a Community Youth Inclusion Strategy
- Develop a Community Development Strategy



OUR TOWN

Healthy natural environs and infrastructure meeting the needs of our community

Community Feedback

Sustainability is important to our community. Our urban canopy, natural areas and recreation facilities are a priority for community wellbeing. Our community wants to see Cottesloe's heritage celebrated and balanced with appropriate planning and development.

Looking forward, our community want to see Cottesloe and Swanbourne Villages as thriving accessible community hubs. Our public amenities (including public ablutions) are a priority for our community, to enhance accessibility for everyone. Our Town should be easy for everyone to get around.

Our Strategies

Our high level strategies to progress these objectives:

- 1 Town infrastructure is well planned, effectively managed and supports our community, whilst protecting and promoting our unique heritage and character
- 2 Engage with external stakeholders to create connectivity throughout the Town
- 3 Future population growth is planned to enhance community connectivity, economic prosperity as well as the built and natural environment
- 4 Work collaboratively to protect, enhance and increase our natural assets and green canopy

"My greatest wish... to evolve in a sympathetic manner and maintain a village like atmosphere"

Town of Cottesloe Council Plan 2023 - 2033
Page | 13

"My greatest desire... revitalise the Cottesloe village centre and ensure the road and rail corridors are proactively managed with government agencies to enhance connections between the river and ocean to the village"

Delivering our Strategies

Activities to achieve these strategies include:

- Review and finalise our local Planning Strategy and Scheme
- Review, update and implement asset management planning
- Adopt and implement the Cottesloe Village Precinct Structure Plan
- Progress the Foreshore Masterplan, including Carpark 2 revising
- Review and implement Coastal Hazard Risk Management and Adaptation Plan (CHRMAP)
- Implement Green Infrastructure Plan
- Develop Recreation Precinct Strategy
- Develop Foreshore and Beach Strategy
- Review and update the Integrated Transport Strategy
- Lobby and advocate for increased east – west connectivity
- Implement the Cities Power Partnership Commitments
- Implement the Beach Access Plan
- Review and update the Cottesloe Long Term Cycle Network Strategy
- Implement Natural Asset Management Plan
- Maintain and update the Cottesloe Local Heritage List
- Advocate for strategic transport infrastructure development, maintenance and improvement



OUR PROSPERITY

A vibrant and sustainable place to live, visit and enjoy

Community Feedback

Our community highly values Cottesloe's relaxed coastal character. It is important to our community that this be retained and that Cottesloe is a place where locals and visitors are welcomed and enjoy the experience.

Thriving connected village hubs are important to our community.

There is clear acknowledgement of Cottesloe as a world-renowned tourism destination - the Cottesloe foreshore and coast need to meet the expectations of locals, as well as visitors from around Australia and internationally.

"I love... the wonderful Village connection between people from all walks of life"

"We need to make Cottesloe more vibrant for both residents and visitors"

"My greatest desire... maintain the iconic beach status and character of Cottesloe, keep accessible for all as the premier beachside town in Australia"

Our Strategies

Our high level strategies to progress these objectives:

- 1 Activating Cottesloe and Swanbourne town centres and increasing their appeal, attracting more local business and visitors
- 2 Partner with other stakeholders to create beautiful and diverse locations that celebrate our natural cultural and built heritage
- 3 Partner with other stakeholders to promote Cottesloe more widely, attracting visitors seeking a quality coastal experience

Delivering our Strategies

Activities to achieve these strategies include:

- Finalise and implement the Cottesloe Village Precinct Structure Plan
- Review and finalise our Local Planning Strategy and Scheme
- Explore partnership opportunities for the delivery of services to our community and visitors
- Develop a Public Space Activation Strategy
- Advocate for development and maintenance of community infrastructure, supporting our local community and the large number of visitors
- Develop strategies and policies to assist local businesses become more sustainable
- Continue collaboration with neighbouring local governments to optimise the Town's sustainability



OUR LEADERSHIP AND GOVERNANCE

Strategic leadership providing open and accountable governance

Community Feedback

Community engagement and timely communication is a high priority for our community.

Our community values transparent, strategic leadership and forward planning.

Our community deserves and requires legislative compliance and financial responsibility.

Our Strategies

Our high level strategies to progress these objectives:

- 1 Engage, inform and actively involve our community in Council decision making
- 2 Work innovatively and collaboratively with government, industry, business and community to deliver positive outcomes
- 3 Deliver open, accountable and transparent governance

"our beaches are major tourist attractions and should have federal and state backing for protecting and developing them into the future"

"my greatest wish...preserve key attributes that make Cottesloe such a special suburb to live in, for the Council to be able to manage change gradually and sensibly to maintain the benefits of living in Cottesloe"

Delivering our Strategies

Activities to achieve these strategies include:

- Review and implement Council's communication plan / strategy
- Advocate and lobby on behalf of our community
- Provide strategic leadership, deliver financially responsible governance and maintain legislative compliance
- Provide regular public communications, updating our community of Council activities
- Engage with community on satisfaction with the level of service delivery
- Use existing and develop new partnerships to improve services and efficiencies for the Town such as WESROC and the Joint Library arrangement
- Review and maintain the implementation of business continuity planning
- Maintain emergency management partnership and planning
- Provide a healthy and safe workplace for our Town employees and council members
- Regular review of local laws
- Implement livestreaming of Council Meetings

OUR DELIVERY

The following planned timing and role of the Town for the activities listed under “delivering our services” is indicated alongside.

These will be reviewed and developed annually, aimed towards ensuring alignment of the annual budget process and high level strategic direction of the Town.

Planned Delivery Indicators:
S - Short Term | 1-4 years
M - Medium Term | 5-8 years
L - Long Term | 8+ years
O - Ongoing

The Town’s role:
D - Deliver / Facilitate
A - Advocate / Lobby
P - Partner / Collaborate

Activities	Term	Role
Encourage health and wellbeing through recreation initiatives	S	P
Implement the Disability Access and Inclusion Plan	S	D
Review and update the Town’s Public Open Space and Playground Strategy	S	D
Identify and support opportunities for community participation	S	P
Review and implement the Town’s Events Policy	S	D
Implement the Reconciliation Action Plan	S	D
Develop a Public Health Plan	S	D
Develop a Community Youth Inclusion Strategy	S	D
Develop a Community Development Strategy	S	D
Review and implement the Town Planning Scheme	S	D
Review, update and implement asset management planning	S	D
Adopt and implement the Cottesloe Village Precinct Structure Plan	S	D
Progress the Foreshore Masterplan, including Carpark 2 revisioning	S	P
Review and implement Coastal Hazard Risk Management and Adaptation Plan	S	D
Implement Green Infrastructure Plan	S	D
Develop Recreation Precinct Strategy	S	D
Develop Foreshore and Beach Strategy	S	D
Review and update the Integrated Transport Strategy	S	D
Lobby and advocate for increased east-west connectivity	S	A
Implement the Cities Power Partnership Commitments	S	D
Implement the Beach Access Plan	S	D
Review and update the Cottesloe Long Term Cycle Network Strategy	S	D

OUR DELIVERY

Activities	Term	Role
Implement Natural Asset Management Plan	S	D
Maintain and update the Cottesloe Local Heritage List	S	P
Implement the adopted Cottesloe Village Precinct Structure Plan	S	P
Local Planning Strategy and Scheme	S	D
Explore partnership opportunities for the delivery of services to our community and visitors	S	P
Develop a Public Space Activation Strategy	S	P
Advocate for development and maintenance of community infrastructure, supporting our local community and the large number of visitors	O	A
Develop strategies and policies to assist local business become more sustainable	M	D
Continue collaboration with neighbouring local governments, supporting tourism development	O	P
Review and implement Council's long term strategic planning	M	D
Review and implement Council's communication plan / strategy	S	D
Advocate and lobby on behalf of our community	S	A
Provide strategic leadership, deliver financially responsible governance and maintain legislative compliance	O	D
Provide regular public communications, updating our community of Council activities	O	D
Engage with community on satisfaction with the level of service delivery	O	P
Use existing and develop new partnerships to improve services and efficiencies for the Town including but not limited to WESROC, Joint Library Agreement	O	P
Review and maintain the implementation of business continuity planning	S	D
Maintain emergency management partnership and planning	O	P
Provide a healthy and safe workplace for our Town employees and council members	O	D
Advocate for strategic transport infrastructure development, maintenance and improvement	O	A
Regular review of local laws	D	O
Implement livestreaming of Council Meetings	D	S

RESOURCING THE PLAN

This Plan was developed with an understanding of the Town's current resource capacity, including financial, workforce and asset resources.

This plan contains a number of activities that will require additional capital expenditure and ongoing operational expenditure. Implementation of these activities will be reliant on external funding contributions. If external funding is not secured these activities may need to be deferred until adequate funding is available.

Future resource capacity is not currently known and is partially dependent on other levels of government. The expected future resource capacity and trend was considered in the development of this Council Plan.

Capital projects will be assessed during the annual budget process to ensure delivery is achievable and any long term financial impacts are considered.

Long Term Financial Planning

This Council Plan has been informed by the Long Term Financial Plan (LTFP) 2023/24 - 2032/33, adopted by Council on 28 February 2023.

The LTFP provides an indication of the resources available to deliver services to the community and considers current and anticipated future service provision, asset management and workforce capacity and requirements.

A proposed capital works program is also detailed within the LTFP, to be reviewed and agreed each year during the annual budget cycle.

Measuring our Progress

The following indicators have been identified in line with our strategic objectives. The Town will monitor and report our progress using these measures:

- Community satisfaction with Council services, infrastructure, facilities and public open spaces
- Development status and implementation of Council's Plans and Strategies
- Level of legislative compliance

Our progress will be reported in the Annual Report each year.

STRATEGIC RISK MANAGEMENT

The Town provides a diverse range of services and facilities to the general public and seeks to manage risks to achieve its strategic outcomes.

The Town engages experienced and qualified personnel in areas of high risk and provides them with appropriate ongoing training and equipment to ensure they are able to undertake their roles and manage risks to the community and Town.

It is important to consider the external and internal context in which the Town of Cottesloe operates as it seeks to achieve its strategic objectives. The following factors have been recognised in connection to managing risks in delivering the strategic outcomes of this Council Plan.

Internal Factors

- The objectives and strategies contained in the Council's current Strategic Community Plan
- The timing and actions contained in the Council's Corporate Business Plan
- Organisational size, structure, activities and location
- Human resourcing levels and staff retention
- The financial capacity of the Town
- Allocation of resources to achieve strategic outcomes
- Maintenance of corporate records

External Factors

- Increasing community expectations in relation to service levels and service delivery
- Rapid changes in information technology changing the service delivery environment
- Increased compliance requirements due to government policy and legislation
- Cost shifting by federal and state governments
- Reducing external funding for infrastructure and operations
- Climate change and subsequent response
- Significant seasonal visitor and population increase and subsequent pressure on Council services
- Global economic uncertainty



REFERENCES AND ACKNOWLEDGEMENTS

Acknowledgement and our appreciation are expressed to the ratepayers and residents of the Town of Cottesloe, for their time and effort in being a part of the community engagement process and for their invaluable input into the development of the Council Plan.

The Town of Cottesloe Council Plan 2023-2033 has been developed by engaging the community and other stakeholders. Council members, management and staff also provided input to the development of the Plan. Much of the information contained in this Plan has been derived from documents in the public domain and liaison with key stakeholders and the community.

Reference to the following documents or sources were made during the preparation of the Council Plan:

- Town of Cottesloe Strategic Community Plan 2013 - 2023;
- Town of Cottesloe Corporate Business Plan 2020 – 2024;
- Council website: www.cottesloe.wa.gov.au;
- Australian Bureau of Statistics Cottesloe (T) (LGA52170), 2021 Census of Population and Housing General Community Profile, 13 February 2023;
- Town of Cottesloe Annual Financial Report 2021-22;
- Town of Cottesloe Adopted Annual Budget 2022-23;
- Town of Cottesloe Community Perception Report 2023;
- Town of Cottesloe Long Term Financial Plan 2022/2023 - 2032/2033;
- Local Government Act 1995, Section 5.56(1);
- Local Government Act Amendment Bill 2023;
- Local Government (Administration) Regulations 1996, Paragraph 19BA; and
- Department of Local Government, Sport and Cultural Industries, Integrated Planning and Reporting: Framework and Guidelines, September 2016.

Document Management

Council Plan 2023 - 2033

Major review of Strategic Community Plan 2013-2023 and Corporate Business Plan 2020-2024

Version: 2023-2033

Status: Adopted

Date of Adoption: 12 December 2023

Prepared with the assistance of:

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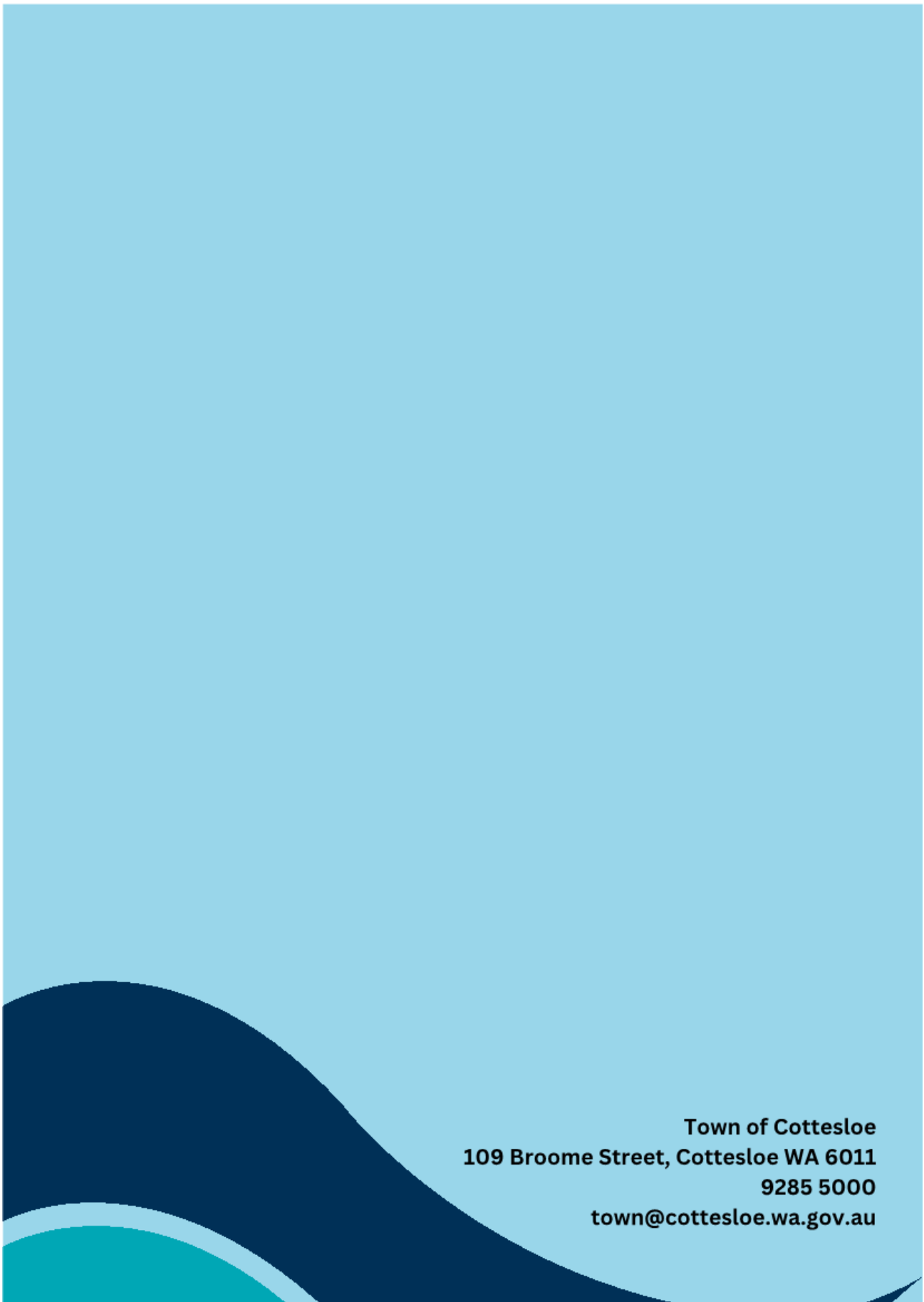
E: localgov-wa@moore-australia.com.au

Disclaimer

This Plan has been prepared for the exclusive use by the Town of Cottesloe.

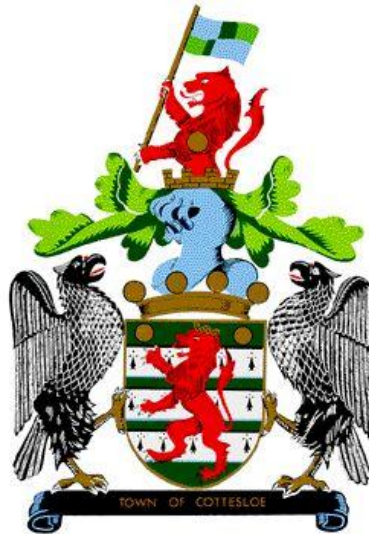
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TOWN OF COTTESLOE



AGENDA FORUM

ATTACHMENT

**ITEM 10.1.3B:
SUMMARY COUNCIL PLAN - PRESENTATION FILE**

MINOR REVIEW | JUNE 2026

Council Plan 2023 - 2033



Town of Cottesloe

OUR VISION A vibrant coastal community with a relaxed lifestyle

OUR MISSION To present and improve Cottesloe’s natural and built environment and beach lifestyle by using sustainable strategies in consultation with the community

OBJECTIVES

OUTCOMES

OUR COMMUNITY

Connected, engaged and accessible

1. Supporting an active, healthy and inclusive community culture, our residents enjoy access to a range of social, cultural and recreation activities.
2. Providing accessible and inclusive community spaces and facilities.

- Encourage Health & Wellbeing through recreation Initiatives
- Implement the DAIP
- Review and Update the Town's Open Space and Playground Strategy
- Identify and support opportunities for community participation
- Review and Implement the Town's Event's Policy
- Implement the RAP
- Develop a Public Health Plan
- Develop a Youth Inclusion Strategy
- Develop a Community Development Strategy

OUR TOWN

Healthy natural environments and infrastructure meeting the needs of our town

1. Town infrastructure is well planned, effectively managed and supports our community, whilst protecting and promoting our unique heritage and character.
2. Engage with external stakeholders to create connectivity throughout the Town.
3. Future population growth is planned to enhance community connectivity, economic prosperity as well as the built and natural environment.
4. Work collaboratively to protect, enhance and increase our natural assets and green canopy.

- Review and implement the Town Planning Strategy
- Review, update and implement the Town's Asset management planning
- Adopt and implement the Cottesloe Village Structure Plan
- Progress the Foreshore Masterplan, including Carpark 2 re-visioning
- Review and implement Coastal Hazard Risk Management and Adaptation Plan (CHRMAP)
- Implement Green Infrastructure Strategy
- Develop Recreation Precinct Strategy
- Review and update the Integrated Transport Strategy
- Lobby and advocate for increased east-west connectivity
- Implement the Cities Power Partnership
- Implement the Beach Access Plan
- Review and update the Cottesloe Long Term Cycle Network Strategy
- Implement the Natural Asset Management Plan
- Maintain and update the Cottesloe Local Heritage List
- Advocate for strategic transport infrastructure development, maintenance and improvement

OUR PROSPERITY

A vibrant and sustainable place to live and enjoy

1. Activating Cottesloe and Swanbourne town centres and increasing their appeal, attracting more local business and visitors.
2. Partner with other stakeholders to create beautiful and diverse locations that celebrate our natural cultural and built heritage.
3. Partner with other stakeholders to promote Cottesloe more widely, attracting visitors seeking a quality coastal experience

- Finalise and implement the Cottesloe Village Precinct Structure Plan
- Review and finalise our Local Planning Strategy and Scheme
- Explore partnership opportunities for the delivery of services to our community and visitors
- Develop a Public Space Activation Strategy
- Advocate for development and maintenance of community infrastructure, supporting our local community and the large number of visitors
- Develop strategies and policies to assist local businesses become more sustainable
- Continue collaboration with neighbouring local governments to optimise the Town's sustainability

OUR LEADERSHIP & GOVERNANCE

Strategic leadership providing open and accountable governance

1. Engage, inform and actively involve our community in Council decision making.
2. Work innovatively and collaboratively with government, industry, business and community to deliver positive outcomes.
3. Deliver open, accountable and transparent governance

- Review and Implement Council's Communications Plan/Strategy
- Advocate and lobby on behalf of our community
- Provide strategic leadership, deliver financially responsible governance and maintain legislative compliance
- Provide regular public communications, updating our community of Council activities
- Engage with community on satisfaction with the level of service delivery
- Use existing and develop new partnerships to improve services and efficiencies for the Town such as WESROC and the Joint Library arrangement
- Review and maintain the implementation of business continuity planning
- Maintain emergency management partnership and planning
- Provide a healthy and safe workplace for our Town employees and council members
- Regular review of local laws
- Implement livestreaming of Council Meetings





COTTESLOE 2026



Town of Cottesloe

HOW TO READ THIS REPORT

Guide to Status Definitions

SYMBOL	STATUS	MEANING / EXPLANATION	TYPICAL ACTIVITIES / NOTES	COUNT
	Planned	The initiative has been identified, scoped, and endorsed as part of the Council Plan; however, implementation has not yet commenced .	May include activities such as strategic planning, stakeholder consultation, budgeting, or design work.	10
	In Progress	The initiative is actively underway , with resources allocated and work being implemented in line with the approved plan.	Progress may vary across stages (e.g. early delivery, mid-phase, or nearing completion). Regular reporting typically applies.	15
	Ongoing	The initiative forms part of Business as Usual (BAU) operations and is delivered continuously without a defined end date.	Often relates to essential services, maintenance, or programs that require sustained delivery over time.	12
	Completed	The initiative has been fully delivered , and all intended outcomes and outputs have been achieved in accordance with the original plan.	Where relevant, the initiative has been embedded into standard operations, policy, or ongoing service delivery.	5
TOTAL ITEMS				42



Town of Cottesloe

STATUS OF COUNCIL PLAN INITIATIVES BY OBJECTIVE

Minor Review – June 2026

OUR COMMUNITY		No.	OUR TOWN		No.
✓	• Disability Access & Inclusion Plan (DAIP)	1	✓	• Local Planning Strategy • Integrated Transport Strategy • Cycle Network Strategy	3
🔄	• Events Policy Review & Implementation • Reconciliation Action Plan (RAP) • Public Health Plan	3	🔄	• Village Precinct Structure Plan • Coastal Hazard Risk Management Plan • Recreation Precinct Strategy • East-West Connectivity Advocacy	8
∞	• Health & Wellbeing Programs • Community Participation Initiatives	2	∞	• Cities Power Partnership • Beach Access Plan • Natural Asset Management Plan • Transport Infrastructure Advocacy	
∞	• Youth Inclusion Strategy • Community Development Strategy • Open Space & Playground Strategy	3	∞	• Asset Management Plan • Green Infrastructure Plan	2
📅	• Youth Inclusion Strategy • Community Development Strategy • Open Space & Playground Strategy	3	📅	• Foreshore Masterplan • Heritage List Review	2
OUR PROSPERITY		No.	LEADERSHIP & GOVERNANCE		No.
✓	• None - yet	0	✓	• Livestreaming of Council Meetings	1
🔄	• Partnership Opportunities (community & tourism)	1	🔄	• Partnerships (e.g. WESROC) • Business Continuity Planning • Local Laws Review	3
∞	• Infrastructure Advocacy & Grants • Sustainability & Climate Strategy • Regional Sustainability Collaboration	3	∞	• Advocacy & Lobbying • Governance & Financial Management • Public Communications	5
📅	• Village Precinct Plan Finalisation • Local Planning Scheme • Public Space Activation Strategy	3	📅	• Emergency Management • Workplace Health & Safety	
📅	• Village Precinct Plan Finalisation • Local Planning Scheme • Public Space Activation Strategy	3	📅	• Communications Strategy • Community satisfaction review	2

SYMBOL	STATUS	MEANING / EXPLANATION	NUMBER
✓	Completed	Initiative has been fully delivered and outcomes achieved.	5
🔄	In Progress	Initiative is actively being delivered in line with the approved plan	15
∞	Ongoing	Initiative is part of business-as-usual operations with no defined end date	12
📅	Planned	Initiative is approved but has not yet commenced	10

Our Town has the highest number of initiatives **in progress**, while *Our Leadership & Governance* is primarily **ongoing** (business-as-usual)

OUR COMMUNITY

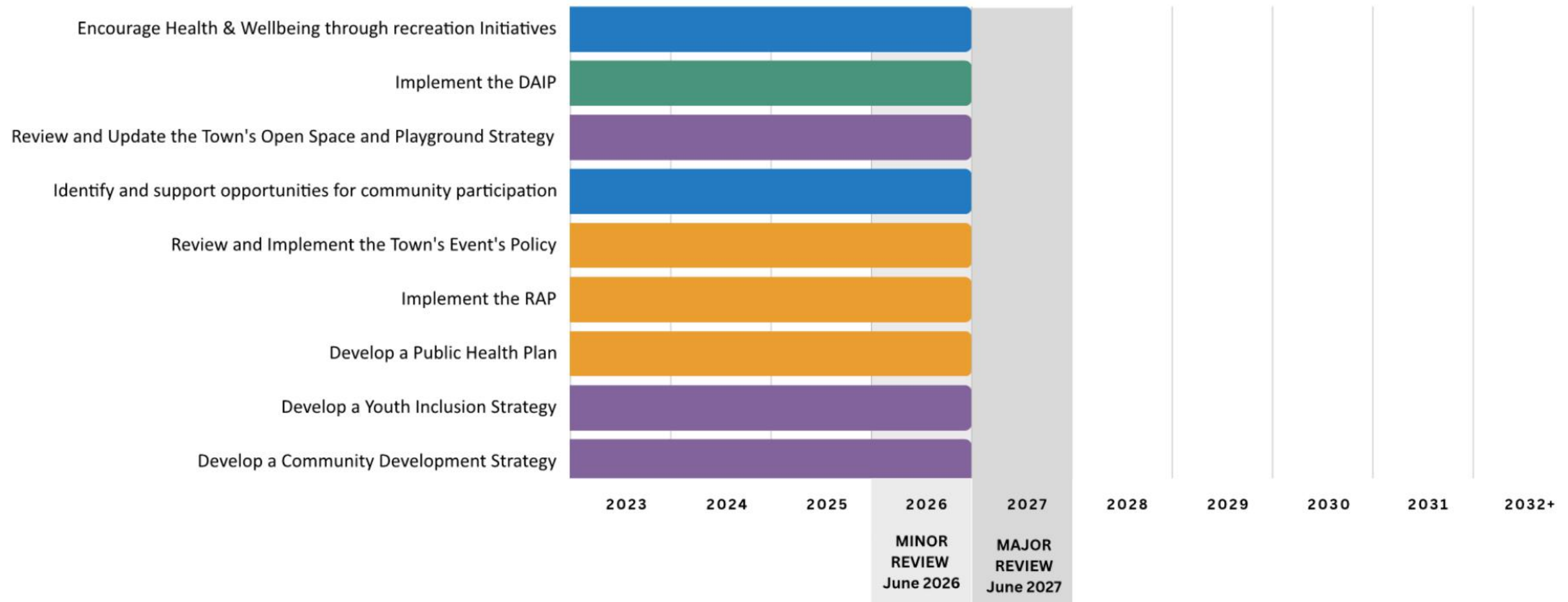
PROGRESS OVERVIEW

Minor Review – June 2026



Town of Cottesloe

● Completed
 ● Planned
 ● Ongoing
 ● In Progress



OUR COMMUNITY

OUTCOMES SUMMARY

Minor Review – June 2026



Town of Cottesloe

OUTCOME	DELIVERY STATUS	LEAD	TIME FRAME	COMMENTS
Encourage Health & Wellbeing	Ongoing	DCCS	Short Term	Ongoing initiatives promoting health and wellbeing through recreation, including collaboration with local sporting groups and organisations to support participation across all demographics, including seniors and youth.
Implement the DAIP	Completed	DCCS	Short Term	DAIP implemented and embedded in reporting, with ongoing focus on accessible and inclusive events (e.g. ANZAC Day, Carols) in partnership with schools and community organisations.
Review Open Space and Playground Strategy	Planned	DES	Short Term	Planned review to guide future open space planning, upgrades and investment.
Identify and support community participation	Ongoing	DCCS	Short Term	Ongoing initiatives and events support inclusive participation, including International Day of People with Disability, alongside partnerships with community groups to strengthen engagement outcomes.
Review and Implement Events Policy	In Progress	DCCS	Short Term	Events Policy review in progress alongside improvements to compliance and approvals, with continued delivery of Town events and a focus on strengthening governance and consistency.
Implement the RAP	In Progress	DCCS	Short Term	RAP actions underway, including progression to Innovate phase and delivery of NAIDOC and Reconciliation Week events in partnership with local Aboriginal organisations.
Develop Public Health Plan	In Progress	DDRS	Short Term	Development is progressing, with a draft plan in final preparation. The plan will be presented to Council for endorsement and community consultation. It will establish a strategic framework for key health priorities, with adoption anticipated in the second half of 2026.
Develop Youth Inclusion Strategy	Planned	DCCS	Short Term	Youth engagement continuing (e.g. Youth Week), with strategy development to follow.
Develop Community Development Strategy	Planned	DCCS	Short Term	Strategy development planned to guide future community outcomes in alignment with Council Plan priorities.

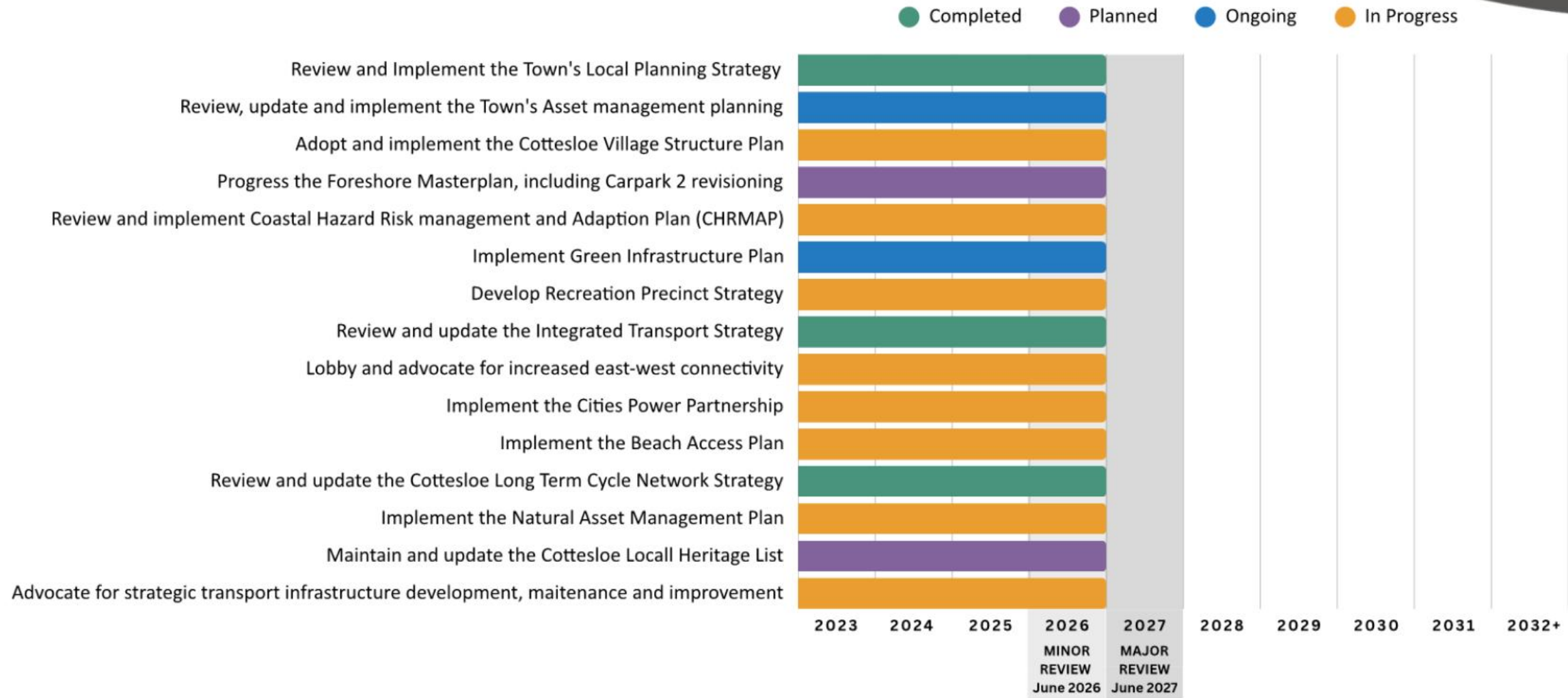
OUR TOWN

PROGRESS OVERVIEW

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Town of Cottesloe



OUR TOWN

OUTCOMES SUMMARY

Minor Review – June 2026



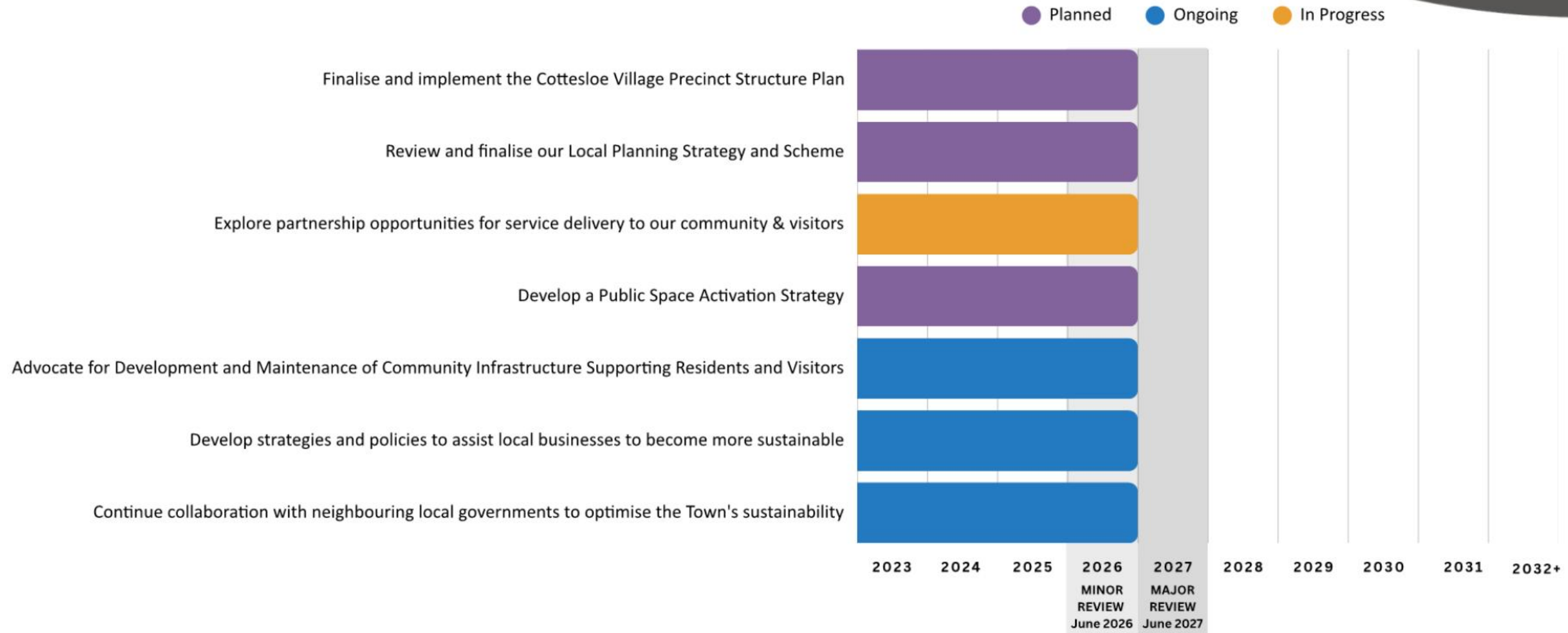
Town of Cottesloe

OUTCOME	DELIVERY STATUS	LEAD	TIME FRAME	COMMENTS
Review & Implement Local Planning Strategy	✓ Completed	DDRS	Short Term	Endorsed by WAPC (Dec 2025) with modifications; Council noted modifications in Feb 2026, completing the strategy.
Review, Update & Implement Asset Management Plan	∞ Ongoing	DES	Short Term	Asset revaluation completed; informing strategies updated and to be applied in plan review.
Adopt & Implement Village Structure Plan	🔄 In Progress	DDRS	Short Term	Adopted for advertising (Dec 2024); now superseded by State Improvement Plan, with ongoing liaison and pending Ministerial consideration.
Progress Foreshore Masterplan & Carpark 2 Re-visioning	📅 Planned	DES	Short Term	\$10M secured for Forrest–Napier section; advocacy ongoing for State funding for remaining works.
Review & Implement Coastal Hazard & Adaptation Plan	🔄 In Progress	DES	Short Term	Noted by Council; grant application submitted to develop implementation plan.
Implement Green Infrastructure Plan	∞ Ongoing	DES	Short Term	Street Tree Masterplan adopted; canopy survey complete; tree register and planting strategy in development.
Develop Recreation Precinct Strategy	🔄 In Progress	DES	Short Term	Key upgrades completed (Anderson Pavilion, Harvey Field, ACROD Bay); golf course safety works and clubhouse progressing.
Review & Update Integrated Transport Strategy	✓ Completed	DES	Short Term	Completed and noted by Council.
Advocate for Improved East–West Connectivity	🔄 In Progress	DES	Short Term	Ongoing; progressing as part of regional transport strategy with neighbouring local governments.
Implement Cities Power Partnership	🔄 In Progress	DES	Short Term	Ongoing implementation.
Implement Beach Access Plan	🔄 In Progress	DES	Short Term	Completed and noted by Council.
Review & Update Cycle Network Strategy	✓ Completed	DES	Short Term	Completed and noted by Council.
Implement Natural Asset Management Plan	🔄 In Progress	DES	Short Term	Implementation underway.
Maintain & Update Local Heritage List	📅 Planned	DDRS	Short Term	Review scheduled for 2026/27 financial year.
Advocate for Strategic Transport Infrastructure	🔄 In Progress	DES	Ongoing	Ongoing advocacy with State Government and sub-regional collaboration.

OUR PROSPERITY

PROGRESS OVERVIEW

Minor Review – June 2026










OUR PROSPERITY

OUTCOMES SUMMARY

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Town of Cottesloe

OUTCOME	DELIVERY STATUS	LEAD	TIME FRAME	COMMENTS
Finalise & Implement Cottesloe Village Precinct Structure Plan	 Planned	DDRS	Short Term	Finalisation of the Precinct Structure Plan is progressing, with implementation to follow subject to approvals and alignment with State planning processes.
Review & Finalise Local Planning Strategy & Scheme	 Planned	DDRS	Short Term	Review of key planning documents is underway to ensure alignment with current strategic priorities and statutory requirements.
Explore Service Delivery Partnerships for Community & Visitors	 In Progress	DCCS	Short Term	Partnership opportunities are being explored to enhance service delivery outcomes for both residents and visitors.
Develop Public Space Activation Strategy	 Planned	DCCS	Short Term	Strategy is being developed to guide activation, programming and improved use of public spaces across the Town.
Advocate for Community Infrastructure Development & Maintenance	 Ongoing	DES	Short Term	Ongoing advocacy to State Government and stakeholders to support the development and maintenance of community infrastructure for residents and visitors.
Develop Strategies and Policies for Local Businesses Sustainability	 Ongoing	DES	Medium Term	Development of strategies and policies is underway to support local businesses in improving sustainability practices.
Continue Sustainability Collaboration with Neighbouring Local Governments	 Ongoing	DES	Ongoing	Ongoing collaboration with neighbouring local governments to deliver coordinated and effective regional sustainability initiatives.

OUR LEADERSHIP & GOVERNANCE

PROGRESS OVERVIEW

Minor Review – June 2026



Town of Cottesloe



OUR LEADERSHIP & GOVERNANCE

OUTCOMES SUMMARY

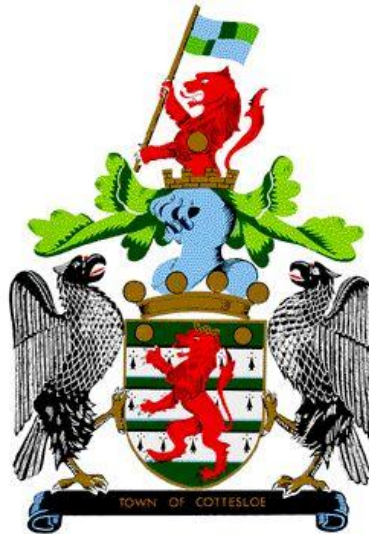
Minor Review – June 2026



Town of Cottesloe

OUTCOME	DELIVERY STATUS	LEAD	TIME FRAME	COMMENTS
Review & Implement Council Communication Plan/Strategy	Planned	DCCS	Short Term	A Communications Strategy is planned for development in 2026–27 to align with the Council Plan and strengthen consistency, engagement and organisational messaging.
Advocate & Lobby on Behalf of the Community	Ongoing	CEO	Short Term	Ongoing advocacy with State and regional partners to represent the Town’s priorities and support improved infrastructure, services and community outcomes.
Provide Strategic Leadership, Governance & Compliance	Ongoing	CEO	Ongoing	Ongoing delivery of strong leadership and governance, ensuring sound financial management, legislative compliance and accountable decision-making.
Provide Regular Public Communications to Update the Community of Council Activities	Ongoing	DCCS	Ongoing	Ongoing communications provide timely and transparent updates across multiple channels, keeping the community informed and engaged with Council activities and decisions.
Engage Community on Service Delivery Satisfaction	Planned	DCCS	Ongoing	Review of the Customer Service Charter and Community Satisfaction Survey planned for 2026–27, informing future service delivery and the 2027 Council Plan review.
Strengthen Partnerships to Improve Services & Efficiency	In Progress	CEO	Ongoing	In progress — continuing to strengthen partnerships (including WESROC and joint service arrangements) while identifying new opportunities to improve service delivery and efficiency.
Review & Maintain Business Continuity Planning	In Progress	CEO	Short Term	Business continuity planning is being reviewed and refined to strengthen organisational resilience and ensure continuity of critical services.
Maintain Emergency Management Partnerships & Planning	Ongoing	CEO	Ongoing	Ongoing collaboration with emergency services and stakeholders to support preparedness, response and recovery for community safety.
Provide a Safe & Healthy Workplace for the Town's Employees and Council	Ongoing	CEO	Ongoing	Ongoing commitment to workplace health and safety through proactive initiatives, compliance and continuous improvement.
Regularly Review Local Laws	In Progress	DCCS	Ongoing	Review in progress to ensure local laws remain relevant, compliant and aligned with community expectations.
Implement Livestreaming of Council Meetings	Completed	DCCS	Short Term	Completed — livestreaming implemented to improve transparency, accessibility and community engagement in Council decision-making.

TOWN OF COTTESLOE



AGENDA FORUM

ATTACHMENT

ITEM 10.1.4A: INFORMATION PRIVACY PRINCIPLES SUMMARY



Office of the
**Information
Commissioner**
Western Australia

Information Privacy Principles Summary

Plain language guide

The independent regulator fostering trust and accountability
in WA through privacy and freedom of information.

Publication date: 16/02/26
Version Control: #02

Information Privacy Principles Summary

The Information Privacy Principles (IPPs) outline how IPP entities must handle personal information and in some instances, de-identified information. This summary provides an overview of the IPPs and the exceptions to the IPPs. The full IPPs are in Schedule 1 of the [Privacy and Responsible Information Sharing Act 2024 \(WA\) \(PRIS Act\)](#). [The IPPs are reproduced in our Information Privacy Principles PDF.](#)

Key terms

IPP entities

IPP entities are Western Australian government agencies, departments, statutory authorities, Local Governments, Ministers, Parliamentary Secretaries, government trading enterprises, and some contracted service providers to government.

Personal information

Personal information includes name, date of birth, address, contact information, location information, unique identifiers (e.g. drivers licence number or IP address), information that relates to someone's features or behaviour. It can include personal information about a deceased person and inferences made about people. This list is not exhaustive.

Sensitive personal information

Sensitive personal information includes information that relates to an individual's racial or ethnic origin, gender identity, sexual orientation, political opinions, religious beliefs, trade union membership, or criminal record. It also includes health, genetic or genomic and biometric information. This list is not exhaustive.

De-identified information

De-identified information is information that has been changed or had information removed so that an individual can no longer be identified from it.

Disclosure

Disclosure is sharing personal information outside the IPP entity.



Information Privacy Principles

1. Collection

An IPP entity must not collect unnecessary personal information. Any personal information collected must be necessary for the functions or activities of the IPP entity.

An IPP entity must collect personal information fairly and reasonably. This includes considering the amount of information collected, its sensitivity, whether an individual would expect it to be collected and any harm or loss to any individual because of the collection.

An IPP entity must not collect personal information in an unreasonably intrusive way.

An IPP entity must only collect sensitive personal information in certain circumstances, for example when required by law or if an individual consents to the collection.

Before personal information is collected, an IPP entity must document why it is being collected and how it will be used or disclosed.

When an IPP entity collects personal information from an individual, it must tell them the reason for its collection, and its use or disclosure, how the IPP entity can be contacted, amongst other details. This information must be clear, concise and up to date.

2. Use and disclosure

An IPP entity must only use and disclose personal information for the reason it was collected. This is called the primary purpose.

An IPP entity may only use or disclose personal information for another purpose in certain circumstances. This is called the secondary purpose.

The circumstances where an IPP entity may use or disclose personal information for a secondary purpose include if an individual consents, the law allows it, to prevent a serious threat of harm to an individual or the public, or if it is necessary for law enforcement or court proceedings.

An IPP entity must use or disclose personal information fairly and reasonably. This includes considering the amount of information used or disclosed, its sensitivity, whether an individual would expect it to be used or disclosed, and any harm or loss to any individual because of the use or disclosure.

Before personal information is used or disclosed for a secondary purpose, an IPP entity must document that purpose.

3. Information quality

An IPP entity must take reasonable steps to make sure the personal information collected, used or disclosed is correct, complete, and up to date.

4. Information security

An IPP entity must take reasonable steps to protect personal information it holds from misuse, loss, unauthorised access, modification, or disclosure.

An IPP entity must take reasonable steps to destroy, or permanently de-identify personal information when it is no longer needed, unless a law requires the IPP entity to keep it.



5. Openness and transparency

An IPP entity must have a publicly available privacy policy that sets out what personal information it collects and holds, and how and why it handles personal information. The privacy policy must also include whether any personal information is used in automated decision-making.

Importantly, the policy must be up-to-date, clear, concise and expressed in plain language.

6. Access and correction

An individual can request access to personal information that an IPP entity holds about them. An individual can also request an IPP entity correct the personal information it holds about them if it is not accurate, complete or up to date.

An IPP entity must make a decision about the request for access or correction as soon as practicable, but no later than 45 days after the request was made. If the IPP entity refuses to give access or correct the personal information, it must give an individual valid reasons.

Note: IPP 6 applies only to IPP entities who are contracted service providers to government. Refer to the information below about the exceptions to the IPPs.

The right to access or correct personal information in government documents held by IPP entities that are not contracted service providers is under the [Freedom of Information Act 1992 \(WA\)](#).

No wrong door: If an individual applies to an IPP entity for access or correction of their personal information under the PRIS Act when their right of access is under the FOI Act, or an individual applies under the FOI Act when their right of access is under the PRIS Act, both the FOI Act and the PRIS Act provide that the application should be taken as an application under the correct legislation.

7. Unique identifiers

An IPP entity must not assign a unique identifier to an individual unless it is necessary to perform its functions or activities efficiently.

An IPP entity can only adopt, use or disclose a unique identifier used by another IPP entity for an individual in limited circumstances.

An IPP entity can only require an individual to provide a unique identifier to obtain a service in limited circumstances.

8. Anonymity

An IPP entity must give an individual the opportunity to not identify themselves.

An IPP entity can only require an individual to identify themselves if the law or circumstances make it necessary.

9. Disclosures outside Australia

An IPP entity must not send personal information overseas unless certain requirements are met. This includes, for example, that the overseas recipient of the information is subject to similar requirements as the IPP entity under the IPPs.

Further, an IPP entity must not send de-identified information overseas unless the recipient has appropriate security in place to protect the information and does not try to re-identify it.

10. Automated decision-making

If an IPP entity makes important decisions about individuals using automated decision-making processes (that is a process without much human input), it must assess the risks to ensure harm, bias and discrimination is minimised and that the requirements of the PRIS Act are complied with. This should be done periodically and when changes are made to the automated decision-making.

An IPP entity must let individuals know it is using automated decision-making and there must be a process where people can request human involvement in the decision.

11. De-identified information

An IPP entity must take reasonable steps to protect the de-identified information it holds from misuse, loss, unauthorised re-identification, access, modification or disclosure.

An IPP entity must not re-identify de-identified information unless certain circumstances apply.

Exceptions

There are some exceptions to the IPPs that set out when the IPPs do not apply. A summary of the exceptions is set out below.

Personal, family or household affairs exception - section 21

The IPPs do not apply to the handling of personal information by an individual or to personal information held by an individual in connection with the individual's personal, family or household affairs.

Publicly available information - section 22

The IPPs (other than IPP 6) do not apply to information contained in documents that are generally available to the public.

Law enforcement functions - section 23

Some of the IPPs will not apply to a law enforcement agency if it reasonably believes that non-compliance is necessary for its law enforcement functions.

Emergency response functions - section 24

Some of the IPPs will not apply to an IPP entity if it reasonably believes that non-compliance is necessary for its emergency response functions.

Child protection functions - section 25

Some of IPP 1 will not apply to an IPP entity if it reasonably believes that non-compliance is necessary for its child protection functions.

Family violence - section 26

Some of IPP 1 will not apply to the collection of personal information of a perpetrator or alleged perpetrator which relates to family violence or alleged family violence.

IPP 6 does not apply to all IPP entities - section 27

IPP 6 does not apply to an IPP entity that is an agency under the FOI Act or to a Parliamentary Secretary.

This means that IPP 6 only applies to contracted services providers to government.



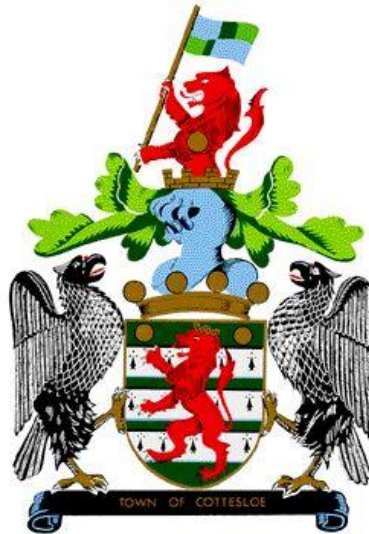
Address: Albert Facey House, 469 Wellington St, Perth WA 6000, Australia

Website: www.oic.wa.gov.au • **Telephone:** +61 8 6551 7888

Freecall (WA country): 1800 621 244 • **Email:** info@oic.wa.gov.au

**The independent regulator fostering trust and accountability
in WA through privacy and freedom of information.**

TOWN OF COTTESLOE



AGENDA FORUM

ATTACHMENT

ITEM 10.1.4B: PRIVACY POLICY - CURRENT

Privacy Policy



Council Policy	Privacy Policy		
Reference	<i>Strategic Community Plan 2013-2023</i> Priority Area: 6.2 Major Strategy: 6.2	<i>Corporate Business Plan 2020-2024</i> Priority Area: 6.2 Actions: 6.2	
Responsible Officer	Manager Corporate Services and Governance		
Policy Area	Governance		
Council Adoption Date	28 July 2020	Version Number	1
Amendment Dates	25 October 2022	Next Review Date	

This Policy replaces all previous policies related to this topic.

1. Policy Purpose

- 1.1. This Policy provides the framework in which personal information is collected, used and disclosed by the Town of Cottesloe (the Town).
- 1.2. This Policy has the following aims:
 - To state what personal information is collected and why.
 - To state what use this information is put.
 - To state to whom this information may be disclosed

2. Policy Scope

- 2.1. This Policy applies to Elected Members, the Executive Management Team and all employees and contractors involved in any Town of Cottesloe operations.

3. Policy Requirements

3.1. Information collected

To allow the Town to respond to Customer/Community requests, there is the need to collect people's personal information. The Town through written correspondence, telephone, email and in-person interactions with the Town's Officers may collect this.

The Town maintains a comprehensive database of properties, which includes personal information relating to property owners such as names, addresses, and also records any issues such as complaints and enquiries relating to a property.

3.2. How Information Is Used

The information is used for responding to requests received by the Town relating to the various services provided by the Town. Personal information is often required to administer and manage those services, including billing arrangements. Additionally, this information may be used for ongoing research and development of services.

3.3. Sensitivity and Anonymity

- a. The Town will not collect sensitive information unless an individual has consented or is required to by law.
- b. The Town often collects information in the course of community engagement, the use of which is used solely for the purpose of gaining demographic insight to assist Council in its decision making.
 - Information that identifies a person may not be published in any part of publically available data or documents related to the engagement.
- c. The Town uses “cookies” and similar technology on its websites. The use of such technology is an industry standard, and will be used to monitor the effectiveness of Town of Cottesloe advertising and how our websites are used. The Town also uses cookies to generate statistics, measure activity, improve the website/applications and to enhance the customer experience. Town of Cottesloe website users can opt-out of cookies and adjust their internet browsers to refuse cookies or to notify them when cookies are being used. Certain features on the Town’s website may not function properly or optimally if cookies have been turned off.
 - It should be noted that the Town of Cottesloe website contains links to third party websites, which are not under the control of the Town; therefore the Town is not responsible for the privacy practices on any third party website.
- d. Emails received may only be used for the purpose for which it was provided and are subject to the conditions set out in this Privacy Policy. Due to the nature of the Internet, sending personal information in an email is at the discretion of and risk of the sender.

3.4. Information Disclosure

The Town of Cottesloe will not, without prior consent, disclose personal information for any purpose other than for purposes described in this Policy. Additionally, the Town will generally not disclose addresses of individuals and will make every endeavour to broadly describe any information relating to a person’s location.

The exceptions to this are where information is required or authorised by law to do so or when in good faith the Town is of the belief that such action is necessary to:

- a. comply with the law or with legal process;
- b. protect and defend the Town’s rights and property;

- c. protect against misuse or unauthorised use of the Town of Cottesloe’s website;
or
- d. to protect the personal safety or property of our staff and members of the public.

3.5. **Security of Personal Information**

The Town of Cottesloe takes all reasonable steps to protect the personal information it holds from misuse and loss, from unauthorised access, modification and disclosure. In addition to the statutory obligations already imposed, the Town has in place physical, electronic, and managerial procedures to protect personal information held from unauthorised access, maintain data accuracy and to ensure the appropriate use of information collected.

a. **Data Breaches**

The Town of Cottesloe will take reasonable steps to notify individuals impacted by eligible data breaches (as defined under the Privacy Act), as soon as it becomes aware of the breach.

3.6. **Access and Correction of Personal Information**

- a. Personal information provided by a person may be accessed by that person.
 - In the event access is denied the Town will provide reasons for such denial.
- b. Persons seeking access to information they have provided, or wanting to submit a correction to their personal information are required to contact the Town’s Administration.
 - Identification may be required before such information is released.
 - Such applications may possibly be subject to the exemptions allowed by law under the *Freedom of Information Act 1992*.

4. **Definitions**

- 4.1. **Sensitive Information** - has the meaning in the Privacy Act and includes information or an opinion about an individual’s racial or ethnic origin, sexual orientation or practices, political opinions or associations, religious beliefs or affiliations, philosophical beliefs, membership of professional or trade associations or trade unions, or criminal record that is also personal information, or health information or genetic information about an individual and which is Confidential Information”.
- 4.2. **Personal Information** as defined by the Office of the Australian Information Commissioner: “...*information or opinion (including information or opinion forming part of a database) whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can be reasonably ascertained, from the information or opinion*”.

5. Legislation

- 5.1. The Town recognises the *Federal Privacy Act 1988* and the 13 Australian Privacy Principles. These principles are found in Schedule 1 of the *Privacy Amendment (Enhancing Privacy Protection) Act 2012* and are observed by the Town in the development and implementation of this Policy.
- 5.2. *Local Government Act 1995* sections 5.94 (m) and (s) and 5.96 with respect to making available members of the public rates records, electoral rolls and registers owners and occupiers.
- 5.3. *Local Government (Administration) Regulations 1996* clause 29B in respect to privacy, places restrictions on providing information where it is suspected that the information may be used for commercial purposes. The Chief Executive Officer must be satisfied, by statutory declaration or otherwise, that a commercial purpose is not the intent of someone seeking such information.
- 5.4. *Freedom of information Act 1992*
- 5.5. *State Records Act 1992*

6. Other Relevant Procedures/Key Documents

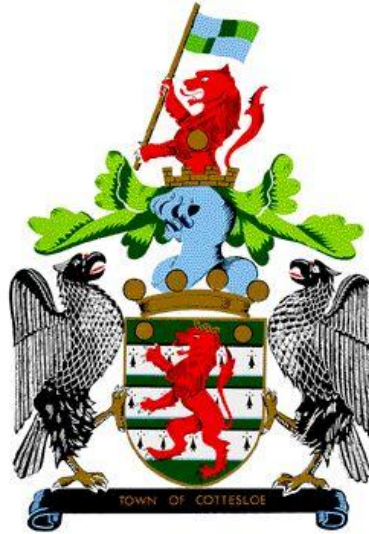
- 6.1. Code of Conduct
- 6.2. Community Engagement Policy
- 6.3. Email Management Policy
- 6.4. Media Policy
- 6.5. Records Management Policy
- 6.6. WALGA Public Information Access Guide

7. Further Information and Contact

Further information may be obtained on privacy issues in Australia by visiting the Office of the Australian Information and Privacy Commissioner's website at:

<http://www.oaic.gov.au>

TOWN OF COTTESLOE



AGENDA FORUM

ATTACHMENT

ITEM 10.1.4C: PRIVACY POLICY - 2026

Privacy Policy



1. Purpose

The purpose of this policy is to explain how the Town of Cottesloe (**Town**) collects, uses, protects and shares personal information.

The Town is committed to managing personal information responsibly, transparently and in accordance with the *Privacy and Responsible Information Sharing Act 2024 (PRIS Act)*. This includes balancing the protection of individual privacy with the need to provide services, meet legal obligations and support community wellbeing.

This policy supports the Town's broader commitment to good governance, public trust and accountable decision-making.

2. Scope

This policy applies to how the Town handles personal information in the course of its functions and services.

It applies to all interactions with the Town, including:

- access to the website;
- contact by phone, email or in person;
- use of services; or
- participate in consultations, programs or community activities.

This policy also applies to information handled by the Town's Elected Members, employees, contractors and service providers.

3. Policy Statement

The Town manages personal information in a way that is lawful, proportionate and respectful of individual privacy.

Personal information will only be reasonably necessary to carry out the Town's functions or activities. Information is used and disclosed in ways that are consistent with the purpose for which it was collected, unless the law permits or requires otherwise.

Where appropriate, the Town may share information with other government agencies or authorised organisations to support service delivery, manage risk, or protect the safety and wellbeing of the community. Any information sharing is undertaken carefully and in accordance with legislative requirements and internal controls.

The Information Privacy Principles in the PRIS Act, guide the Town's use, storage and sharing of information:

- personal information is handled openly and transparently;
- only the minimum necessary information is collected and used;
- information is kept secure and protected from misuse;
- individuals can access and correct their personal information; and
- information sharing decisions are justified, documented and accountable.

Collection of Personal Information

The Town collects personal information through routine interactions such as Council meetings, correspondence, customer requests, service delivery, regulatory functions and community engagement.

This may include contact details, property information, service history, and records of enquiries or complaints. In some circumstances, additional information may be required to deliver services, meet regulatory obligations or administer Town functions.

Sensitive information is only collected where:

- the individual has provided consent; or
- the collection is required or authorised by law.

Where possible, individuals may choose not to identify themselves or to use a pseudonym. However, this may limit the Town's ability to provide certain services.

Use of Personal Information

Personal information is used to:

- deliver and administer Town services;
- respond to enquiries and requests;
- meet statutory obligations; and
- improve the quality and effectiveness of services.

Information may also be used for planning, reporting and research purposes. Where this occurs, the Town will take reasonable steps to ensure individuals are not identified unless identification is necessary.

Disclosure and Information Sharing

The Town will only disclose or share personal information where:

- the individual has consented;
- the disclosure is required or authorised by law; or
- the disclosure is reasonably necessary to perform the Town's functions and is permitted under the PRIS Act.

Where information is shared, the Town will ensure that:

- only relevant information is provided;

- the purpose of the sharing is clear and appropriate; and
- suitable safeguards are applied.

The Town does not sell personal information or use it for unrelated commercial purposes.

Website and Digital Services

The Town's website may use cookies and similar technologies to understand how it is used and to improve functionality. These tools collect general usage information and do not identify individuals unless information is knowingly provided.

Security of Personal Information

The Town takes reasonable steps to protect personal information from misuse, interference, loss and unauthorised access. This includes physical, electronic and administrative safeguards designed to maintain the integrity and security of information.

If a data breach occurs that is likely to result in harm, the Town will respond promptly. This may include containing the breach, investigating its cause and notifying affected individuals where appropriate.

Access and Correction

Access to personal information held by the Town can be requested and asked to be corrected if it is inaccurate or incomplete. Requests can be made through the Town's Administration and may require verification of identity. In some cases, access may be limited by law, including under the *Freedom of Information Act 1992*.

Privacy Concerns and Complaints

The Town will consider all privacy concerns and complaints about how information has been handled and respond in a timely manner.

4. Roles and Responsibilities

Role	Responsibilities
Council	Approves this policy and oversees governance
Chief Executive Officer	Ensures systems and controls are in place to comply with privacy and information sharing laws
Directors	Ensure implementation within their business areas
All employees and contractors	Handle personal information in accordance with this policy and related procedures

5. Related Documents and References

- *Privacy and Responsible Information Sharing Act 2024*
- *Local Government Act 1995*

- *Freedom of Information Act 1992*
- *State Records Act 2000*
- Town of Cottesloe Records Management Policy
- Town of Cottesloe Code of Conduct
- Town of Cottesloe Information Sharing Policy (internal)
- Town of Cottesloe Data Breach Response Plan (internal)

6. Definitions

Term	Definition
Personal Information	Information or an opinion about an identified or reasonably identifiable individual
Sensitive Information	Personal information about matters such as health, beliefs, affiliations or criminal history
Information Privacy Principles or IPPs	Eleven IPPs in Schedule 1 of the PRIS Act that guide how IPP entities are to collect, use, store, keep secure and dispose of information.
Information Sharing	The disclosure of personal information to another agency or authorised body in accordance with legislation
Data Breach	Unauthorised access to, disclosure of, or loss of personal information

7. Review and Approval

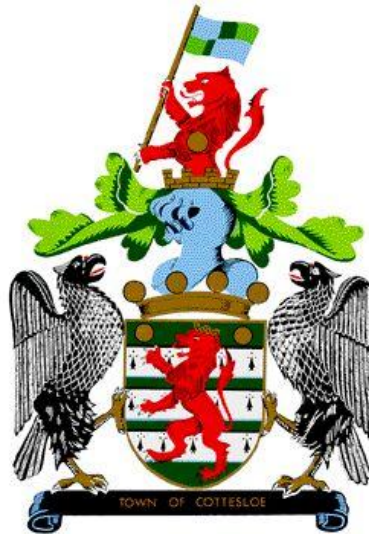
This policy will be reviewed every two years, or earlier if required to reflect changes in legislation or operational practices.

The policy is to be reviewed by the Governance team and approved by Council.

Document Control

Version	Date	Author/Approver	File ref
1.0	28 July 2020 (amended 25 October 2022)	Council	
2.0	23 June 2026	Council	

TOWN OF COTTESLOE



AGENDA FORUM

ATTACHMENT

ITEM 10.1.4D: INFORMATION BREACH POLICY - 2026

Information Breach Policy



1. Purpose

This policy establishes how the Town of Cottesloe (**Town**) identifies, manages, and responds to information breaches involving personal and de-identified information. It supports compliance with the *Privacy and Responsible Information Sharing Act 2024 (PRIS Act)* and ensures that information is protected and handled responsibly throughout its lifecycle.

2. Scope

This policy applies to all personal and de-identified information held by the Town, across all systems, records, and services. It applies to Elected Members, employees, contractors, and service providers who handle information on behalf of the Town.

3. Policy Statement

The Town is committed to protecting information from misuse, loss, and unauthorised access or disclosure. Where a breach occurs, the Town will respond promptly and proportionately to minimise harm, maintain public trust, and meet its legal obligations.

All suspected or actual information breaches must be reported and managed in accordance with this policy.

The Town manages information breaches in accordance with the Information Privacy Principles under the PRIS Act. This includes maintaining appropriate security safeguards, ensuring personal information is only used and disclosed as authorised, preserving data quality, and maintaining transparency and accountability in how breaches are handled. The Town also supports individuals' ability to access and correct their information and will ensure de-identified information remains protected from re-identification.

3.1 Responsible Information Sharing

Where an information breach involves personal information shared under the PRIS information sharing framework, the Town will have regard to the PRIS Act Responsible Sharing Principles when assessing the breach. This includes considering whether the sharing was appropriate, whether safeguards were sufficient, and whether changes are required to information sharing arrangements to reduce future risks and protect individual privacy.

3.2 Identifying and Reporting a Breach

An information breach may arise through unauthorised access or disclosure, loss of information, system compromise, or unintended re-identification of de-identified data. All employees, contractors, and service providers must report suspected or actual breaches as soon as practicable. Reports of breaches are to be made to the Designated Privacy Officer and escalated without delay.

3.3 Breach Response

The Town will respond to information breaches using a structured and proportionate approach. Immediate action will be taken to contain the breach and prevent further unauthorised access or disclosure. This will be followed by an assessment of the nature and extent of the breach, including the types of information affected, the number of individuals impacted, and the likelihood of harm.

Appropriate mitigation measures will then be implemented to reduce risk, including securing systems, restricting access, and addressing underlying causes. Where required or appropriate, the Town will notify affected individuals and the Information Commissioner in accordance with legislative requirements.

All breaches will be documented, and the Town will review each incident to continuously improve systems and processes.

3.4 Notification

Where an information breach is likely to result in serious harm, or where otherwise required by law, the Town will notify affected individuals and relevant authorities. Notifications will be clear, timely, and provide sufficient information to enable individuals to understand the nature of the breach and take appropriate action.

3.5 Notifiable Information Breach Register

The Town will maintain a register of all notifiable information breaches.

3.6 Risk Management and Prevention

The Town adopts a proactive approach to preventing information breaches by maintaining appropriate security controls, supporting staff awareness and training, and embedding privacy considerations into systems and processes. This includes maintaining an Information Asset Register, undertaking risk assessments, and continuously reviewing information handling practices.

4. Roles and Responsibilities

Role	Responsibility
Council	Provides oversight and approves the policy
Chief Executive Officer	Ensures appropriate systems, controls, and resources are in place to support compliance
Directors	Ensure implementation within their areas and support breach management activities
Designated Privacy Officer	CEO or designee coordinates breach reporting, assessment, notification, and maintains the breach register
ICT	Manages technical containment, system security, and remediation

Employees and Contractors	Handle information appropriately and report suspected or actual breaches promptly
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5. Related Documents and References

- *Privacy and Responsible Information Sharing Act 2024 (WA)*
- Privacy Policy
- Records Management Policy
- Data Breach Response Plan (internal)
- Information Asset Register (internal)

6. Definitions

Term	Definition
<i>Information breach</i>	Any unauthorised access to, disclosure of, or loss of personal or de-identified information.
<i>Personal information</i>	As defined in s.4, <i>Privacy and Responsible Information Sharing Act 2024</i>

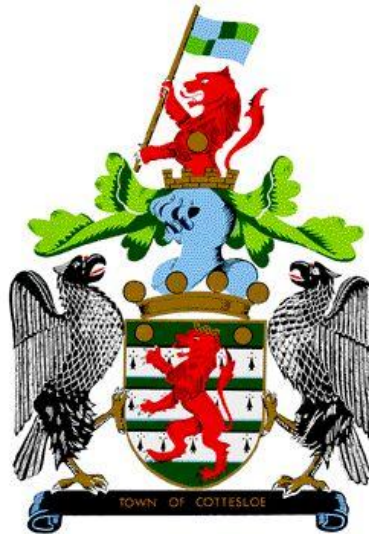
7. Review and Approval

This policy will be reviewed every two years or earlier if required to reflect changes in legislation, risk, or operational practices.

Document Control

Version	Date	Author/Approver
1	23 June 2026	Council OCM-###-###

TOWN OF COTTESLOE



AGENDA FORUM

ATTACHMENT

**ITEM 10.1.5B:
CHARTER - AUDIT, RISK AND IMPROVEMENT
COMMITTEE (CURRENT OCT 2025)**

Charter – Audit, Risk and Improvement Committee



This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Town of Cottesloe Audit, Risk and Improvement Committee, established by Council pursuant to division 1A, section 7.1A of the *Local Government Act 1995* (the Act) and the *Local Government (Audit) Regulations 1996* (the Regulations).

1. Name

The name of this Committee is 'Town of Cottesloe Audit, Risk and Improvement Committee'. All references to 'Committee' in this charter mean 'Town of Cottesloe Audit, Risk and Improvement Committee'.

2. Establishment

This Committee is established under the provisions of the Act, particular division 1A, section 7.1A.

3. Guiding Principles

This Committee is established with the guiding principles prescribed in the Act, the Regulations and the *Local Government (Financial Management) Regulations 1996*.

4. Purpose

The purpose of the Committee is to:

- Guide and assist the local government in carrying out its financial management and audit functions.
- Monitor and advise the Chief Executive Officer in reviews conducted into financial management and audit systems and procedures.
- Oversee the implementation of any resulting Council recommendations so as to support better decision-making, greater accountability to the community and ensure a more efficient and effective Local Government.

5. Terms of Reference

Under regulation 16 of the *Local Government (Audit) Regulations 1996*, an audit committee has the following functions —

- (a) to guide and assist the local government in carrying out —
 - (i) its functions under Part 6 of the Act; and
 - (ii) its functions relating to other audits and other matters related to financial management;
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- (c) to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —

CHARTER – AUDIT, RISK AND IMPROVEMENT COMMITTEE

- (i) report to the council the results of that review; and
- (ii) give a copy of the CEO's report to the council;
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
 - (i) regulation 17(1); and
 - (ii) the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government —
 - (i) is required to take by section 7.12A(3); and
 - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - (iv) has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.

Under regulation 14(3A) of the Regulations, the Audit Committee:

- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.

6. Membership

Pursuant to division 1A, section 7.1A of the Act:

- (2) The members of the audit committee of a local government are to be appointed* by the local government and at least 3 of the members, and the majority of the members, are to be council members.
* Absolute majority required.
- (3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.
- (4) An employee is not to be a member of an audit committee.

Any non-elected member (community representative) appointed to the Committee shall have qualifications and/or professional experience that will enhance the expertise available to Elected Members serving on the Committee.

Vacancies for the community representatives will be advertised in the local papers, the Town of Cottesloe webpage and notice boards. Council will then select and appoint new members.

Community representation is valid for two years, until the person resigns, the Committee is disbanded or the next Ordinary Council Election, which ever happens first. Nothing prevents an existing member re-nominating.

CHARTER – AUDIT, RISK AND IMPROVEMENT COMMITTEE

7. Meetings**7.1 Annual General Meeting**

Nil

7.2 Committee Meetings

Meetings shall be held not more frequently than every two months, unless a special meeting of the Committee is called for a specified purpose.

7.3 Quorum

The quorum for any meeting of this Committee shall be 50 percent of members as endorsed by Council at the time of the meeting.

7.4 Voting

Shall be in accordance with section 5.21 of the Act, with all members endorsed as voting members entitled and required to vote, subject to the provisions of the Act which deal with Financial and Proximity Interests.

7.5 Minutes

The Minutes of the meeting shall be recorded and prepared as per the provisions of section 5.22 of Act.

The content of the minutes shall be in accordance with the Local Government (Administration) Regulations 1996, regulation 11.

The content of minutes of a meeting of a council or a committee is to include –

- (a) the names of the members present at the meeting; and*
- (b) where a member enters or leaves the meeting during the course of the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting; and*
- (c) details of each motion moved at the meeting, the mover and the outcome of the motion; and*
- (d) details of each decision made at the meeting; and*
- (da) written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee as defined in section 5.70 (but not a decision to only note the matter or to return the recommendation for further consideration); and*
- (e) a summary of each question raised by members of the public at the meeting and a summary of the response to the question; and*
- (f) in relation to each disclosure made under section 5.65 or 5.70 in relation to the meeting, where the extent of the interest has also been disclosed, the extent of the interest; and*
- (g) each document attached to an agenda relating to a council or committee meeting unless the meeting or that part of the meeting to which the document refers is closed to members of the public.*

If the Committee resolves, the minutes may include a table of 'action items', summarising the agreed actions.

7.6 Who acts if the presiding member is unavailable

Shall be in accordance with section 5.14 of the Act.

CHARTER – AUDIT, RISK AND IMPROVEMENT COMMITTEE

7.7 Meetings

Meetings shall be generally open to the public as per the provisions of section 5.23 of the Act.

7.8 Public Question Time

As the Committee has no delegated powers (section 5.24 of the Act), there is no specific provision for public question time (section 5.24 of the Act; regulation 5 Local Government (Administration) Regulations 1996).

7.9 Members' Conduct

Council Members of the Committee shall be bound by the following

- The provisions of section 5.65 of the Act;
- Town of Cottesloe *Standing Orders Local Law 2012*;
- Town of Cottesloe Code of Conduct;
- *Local Government (Rules of Conduct) Regulations 2007*; and
- Regulation 34C of the *Local Government (Administration) Regulations 1996*, with respect to their conduct at meetings and their duty of disclosure.

Elected Members and Officers of the Town of Cottesloe will be bound by these provisions, relating specifically to their participation in the Committee, at all times.

7.10 Secretary

The Chief Executive Officer (or their nominated representative) shall undertake the following secretarial duties;

- Prepare and distribute meeting papers as required;
- Attend and record the Minutes of the meeting;
- Provide the administrative support required to present the outcomes of the meeting to Council for consideration where required.

7.11 Presiding Member

The members (voting) will elect a presiding member and deputy member at the first meeting after these positions become vacant for any reason. The voting on and appointment of the presiding member and deputy member shall be in accordance with the provisions of section 5.12 of the Act.

7.12 Meeting attendance fees

Nil

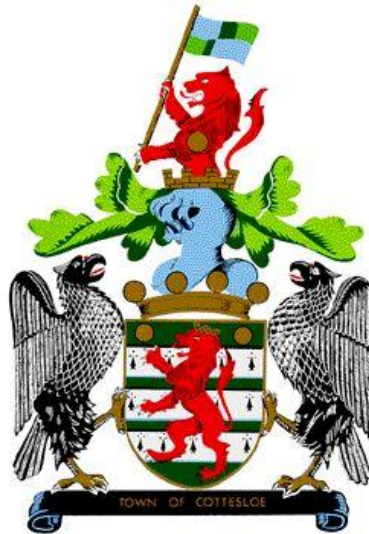
8. Delegated Authority

This committee has no delegated authority.

9. Endorsement

This Charter was endorsed by the Town of Cottesloe Council at its meeting on 29 October 2019.

TOWN OF COTTESLOE



AGENDA FORUM

ATTACHMENT

ITEM 10.1.5C: REVIEWED CHARTER - AUDIT, RISK AND IMPROVEMENT COMMITTEE 2026

Charter – Audit, Risk and Improvement Committee



This Charter outlines the membership, authority, purpose, responsibilities and meeting procedures for the Town of Cottesloe Audit, Risk and Improvement Committee, established by Council in accordance with the *Local Government Act 1995* (the **Act**) and the Local Government (Audit) Regulations 1996 (the **Regulations**).

Name

All references to 'Committee' in this Charter mean Audit, Risk and Improvement Committee.

Establishment

The Committee is established under Part 7, division 1A, section 7.1A of the Act.

Principles

The Committee is guided by principles of:

- independence and objectivity;
- robust oversight of risk, audit and compliance; and
- continuous improvement of governance systems.

Purpose

The purpose of the Committee is to support Council in fulfilling its governance responsibilities by providing independent oversight and recommendations on financial management, risk management, internal control, legislative compliance, audit functions, and continuous improvement across the organisation.

Terms of Reference

In accordance with Regulation 16 of the Regulations, the Committee will:

- **Provide guidance and oversight** on the local government's financial management, audit functions, and related governance matters.
- **Support and monitor audit processes**, including internal and external audits conducted under the Act.
- **Review key reports**, including CEO reports arising from statutory reviews, and report the outcomes to Council.
- **Monitor and advise on statutory reviews** undertaken by the CEO under relevant regulations.
- **Support the Auditor** in the performance of their duties.

- **Oversee implementation of audit and review recommendations**, including those required under the Act and accepted by the local government.
- **Perform any other functions** conferred under legislation.

Other functions include overseeing the effectiveness of the risk management framework and internal controls, while promoting continual organisational improvement through monitoring governance practices, performance, and the implementation of audit and review recommendations.

Membership

1. Committee membership comprises up to five members, being:
 - up to two external independent members; and
 - at least three members of Council and the majority of the Committee members are to be Councillors
2. External independent members will be appointed through a transparent and merit-based process, typically involving an advertised expression of interest, assessment against selection criteria, and formal appointment by Council resolution.
3. Selection criteria for external independent members is to include:
 - expertise in governance, financial management, risk and audit; and
 - relevant skills and experience in providing expert advice.
4. Representation by external independent members is for two years, until the member resigns, the Committee is disbanded, or the next Ordinary Council Election, whichever occurs first.
5. Nothing prevents an existing external independent member re-nominating for membership of the Committee.

Meetings

6. **Frequency**

Meetings will be held quarterly, unless circumstances require additional meetings or Council directs the Committee to convene for a specific purpose.
7. **Presiding Member and Deputy to Presiding Member**

Council is to appoint an external independent person:

 - as Presiding Member of the Committee;
 - as Deputy of the Presiding Member.

If the Presiding Member is unavailable for a Committee meeting, the Deputy of the Presiding Member is to preside at the meeting.
8. **Quorum**

The quorum for any meeting is 50 percent of members.
9. **Voting**

Decisions on recommendations to Council will be determined by simple majority.

10. Minutes

The Minutes of meetings are to be prepared in accordance with ss.5.22(1) and 5.25(1)(f) of the Act.

11. Meeting attendance fees

Members are entitled to be paid meeting attendance fees at rates approved by Council.

Delegated Authority

The Committee has no delegated powers.

Members' Conduct

Members of the Committee must observe the:

- Town of Cottesloe Council Members, Committee Members and Candidates Code of Conduct;
- disclosure provisions of s.5.65 of the Act; and
- Town of Cottesloe Meeting Procedures Local Law 2021.

Review and Approval

This Charter is to be reviewed at least every two (2) years or earlier if legislation changes.

Document Control

Version	Date	Author/Approver	File Ref
1	29 October 2019	Council	D21/45475
2	15 June 2026	Council OCM #####	